

Facilities Manager/ Job Description

Title: Facilities Manager

Reports To: Office Administrator and Facilities Team Chairperson

Hours: 45 hours/month (entitled to pro rata in lieu of vacation)

Pay rate: \$20/hr

Specific Areas of Responsibility:

Administration:

- 1) Accountable for the overall health of the church buildings
- 2) Schedule routine, preventative maintenance for all mechanical systems and equipment (e.g. HVAC)
- 3) Coordinate adhoc maintenance jobs requiring paid professional contractors
- 4) Organize volunteers needed to complete tasks around the church (e.g. gardening, setting electrical light timers, testing fire alarms)
- 5) Work with the Facilities Team to prioritize and complete special projects
- 6) Provide input into the annual budget process

Hands-on Tasks:

- 1) Perform minor repairs to the interior and exterior of the church buildings and property
- 2) Purchase supplies needed for Custodial and Maintenance purposes within stated budget
- 3) Share responsibilities with Associate Custodian for overall cleaning and maintenance of the church:
 - a) cleaning all floors (vacuum, wet mop, strip and wax as required)
 - b) cleaning all shelves, countertops, inside windows, glass doors, chairs, pews, etc.
 - c) cleaning and disinfecting all bathrooms and drinking fountains
 - d) ensuring all garbage and recycling material is collected and removed from the facility
 - e) Watering and caring for inside plants

- f) Securing facilities following ad-hoc and rental events by locking doors, closing windows and activating the security alarm
- 4) Other tasks as determined by the Facilities Team Chairperson

REQUIREMENTS:

- v) Keen attention to detail
- vi) Good organizational skills
- vii) Good physical condition and strength
- viii) Minimum of High School diploma
- ix) Knowledge of use and maintenance of cleaning equipment and supplies
- x) Good communicator
- xi) Ability to work independently
- xii) Flexible schedule