

FIRST PRESBYTERIAN CHURCH

Position Description

Title: Facility Manager	Date: October 2026
Department: Maintenance	Prepared By: LF/SM
Regular – Full-time	Non-Exempt

SUMMARY:

Provides oversight of and assists with facility maintenance and improvements including, but not limited to, mechanical, electrical, plumbing, structural, grounds and vehicles.

Prepares budgets and manages expenses for Church facilities.

Provides oversight of housekeeping and manages maintenance employees and contractors working on Church properties.

Serves as a liaison to Bernsen Community Center tenants and visitors.

ESSENTIAL FUNCTIONS:

- 40% Maintenance and oversight of vendors and contractors
- 30% Administrative work, plan work schedules, approve time cards, track vacation time, etc.
- 15% Maintain inventory, order and pick up supplies.
- 15% Attend weekly meetings (Staff, Building and Grounds, Music and Worship and any contractor meetings)

ACCOUNTABILITIES:

- Working with the Director of Operations in the preparation and oversight of the annual operating budget for Church buildings.
- Working with the Director of Operations in the preparation and oversight of capital improvement budgets.
- Follow through on items requested by the Director of Operations and the Building and Grounds Committee.
- Manage all personnel aspects of housekeeping and maintenance staff including but not limited to:
 - Hiring, evaluation, firing and other disciplinary actions
 - Scheduling, project management and time reporting
 - Keeping the Director of Operations informed of all personnel issues

- Ordering supplies and equipment as needed for the upkeep and improvement of Church buildings and maintaining warranty documentation
- Oversight of security methods, practices and procedures:
 - Alarm code assignment and tracking
 - Key assignment and tracking
 - Access control, door audio and camera recording
 - Work with security officers
 - 1st on call for after-hour security issues
- Maintain Church equipment and infrastructure systems updating documentation of changes made
- Organize, set priorities and exercise sound independent judgement within the areas of responsibilities
- Respect privacy of other employees, Church members, non-members and tenants.

INTERNAL/EXTERNAL RELATIONSHIPS:

Internal Relationships

- Reports to the Director of Operations
- Interfaces with security personnel
- Interfaces with the Building and Grounds Committee and the Worship & Music Committee
- Manages maintenance staff including the Assistant Facility Supervisor

External Relationships

- Liaison to outside vendors, contractors and Bernsen tenants
- Works with Church members, non-members and event rentals

QUALIFICATION STANDARDS:

- High school diploma or equivalent experience required.
- Punctual, dependable and good communicator.
- Able to prioritize tasks, work independently with minimum supervision and handle situations discreetly when needed.
- Managerial skills and the ability to multitask.
- Interpersonal skills and the ability to manage others.
- HVAC and general maintenance experience required, minimum class III engineer's license
- Ability to do light carpentry, plumbing, electrical and mechanical repairs
- Ability to read blueprints and light welding preferred
- Ability to lift, pull or push up to 100 pounds.

STATEMENT OF UNDERSTANDING

I have received, read and understand the general requirements of my job.

Signature of Employee

Date

Signature of Manager

Date