



JOB DESCRIPTION

Position Title: Facilities Manager

Ministry Department: Facilities

Reports To: Operations Director

Status: Full Time, Exempt (incl weekends and holidays as needed)

Revised: September 2021

Primary Purpose

The Facilities Manager will oversee the management and operations of all physical facilities of the church. This position will provide oversight and responsibility for the buildings, grounds, parking lots, equipment, building systems, general security, and housekeeping; ensuring that facilities are fully operational, safe, clean and neat, as well as prepared for services and ministry activities. This position will also provide oversight and perform maintenance/repairs for the church building, equipment (HVAC, electrical, plumbing, mechanical, etc) and property, or act as the church representative with outside contractors and inspectors.

Position Requirements

- High School Diploma.
- Maintenance and technical certifications desirable.
- Minimum of (2) years in facilities management or related occupation.
- Experience in one or more technical areas of either HVAC, Electrical, Electronics, Plumbing, Locksmith, Security Controls, Gardening & Landscaping, Construction; or an equivalent combination of education and experience sufficient to successfully perform duties and responsibilities as listed below.
- Experience working or serving in Ministry preferred.
- Excellent communication skills.
- Ability to lead volunteer teams.
- Professional presence on the phone and in-person.
- Ability to be teachable, seeking out coaching and learning for growth and development.
- Ability to promote a positive attitude and working environment, with the desire to have fun, be positive and flexible.

Position Responsibilities

- Serve as primary contact for facility related emergencies, which may require evenings, weekends and holidays.
- Manage and perform all work related to the maintenance and repair of facilities (including but not limited to building inspections, HVAC, plumbing, electrical, custodial, landscape, waste management and security).

- Ensure all church facilities and grounds are well maintained and ready for Sunday services and mid-week events.
- Perform janitorial/cleaning of the facilities mid-week, on weekends, or as needed.
- Schedule and coordinate work with outside contractors as necessary.
- Purchase and maintain supplies and equipment on an on-going basis.
- Oversee and provide event coordination. Ensure proper scheduling of set-up and tear-down for meetings, special events, worship, weddings, memorial services, and otherwise as directed.
- Implement, monitor, and follow policies and procedures designed to improve operations, minimize operating costs, and provide efficient use of labor and materials.
- Work with appropriate government agencies to ensure that buildings are safe and meet current code requirements. Must be familiar with and ensure compliance of OSHA regulations and standards.
- Maintain expenditures related to the building, facilities, and grounds repairs and maintenance in accordance with the approved budget.
- Work with Executive Pastor to report problems, solutions and projected costs associated with projects not approved in the budget. Provide input on the development of the annual budget.
- Develop and manage volunteer facilities and security team. Schedule and coordinate efforts of the team, as needed. Act as point of care for all facilities and security team members.

Physical Demands & Work Environment

The physical demands described are representative of those that must be met by an employee in order to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Performing physical activities that require considerable use of arms and legs, as well as moving the whole body, such as climbing, bending, lifting, balancing, walking, stooping, kneeling, crouching, crawling, and handling of materials.
- Using hands and arms in handling, installing, positioning, and moving materials, and manipulating materials while maintaining facilities.
- Ability to lift/carry up to approximately 50 pounds frequently, and occasional lifting/carrying of equipment weighing up to approximately 75 pounds may be required.
- Physical mobility and endurance to perform tasks while standing/walking for long periods of time of at least 60 minutes or more.
- Visual abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Regular exposure to moving mechanical parts, risk of electrical shock and vibration. Frequent exposure to fumes or airborne particles. Occasional exposure to wet and/or humid conditions, toxic or caustic chemicals, high and precarious places, and outside weather conditions. Moderate noise level.

Personal and Spiritual Requirements

- Has a growing relationship with Jesus, and a commitment to spending daily time with Him.
- Models a strong relationship with his or her spouse (if married) and children (if applicable).

- Strives to fulfill his or her purpose in life and ministry, while demonstrating integrity in words, relationships and actions.
- Models standards and expectations of Rockharbor Church leadership, including, but not limited to:
 - Upholding Rockharbor's Core Values and mission
 - Regular attendance at Rockharbor Church services
 - Regular participation in a Community Group
 - Partnership through tithing and serving
 - Abstaining from smoking, vaping and illegal substances
 - Models discretion and positivity in use of Social Media
 - Setting of appropriate boundaries to protect character and integrity.

Rockharbor Church exists to love and lead one another to be devoted followers of Jesus. We encourage each member of our staff team to live this mission through their personal lives and in their work. We value striving for excellence and working together as a team. We believe God has gifted each individual with specific and unique gifts and talents, which He brings together to reach our community and world with the love and message of Jesus!