

Chamblee First United Methodist Church

Facilities Manager

The Facilities Manager has the responsibility for overall care and function of all facilities on the church's campus to meet all the ministry needs of the church. This includes management of the facilities, maintenance, janitorial services, and security and safety management. Coordinate and communicate with the Board of Trustees where appropriate for certain matters.

Key Responsibilities:

Management of the Facilities:

- Prepare the facilities for all the ministry events, preschool, Kindergarten, and meetings throughout campus
- Coordinate with staff to ensure proper set-up and tear down of equipment/furniture for all facility events and ensure all changes of dates/arrangements are communicated to staff and custodian as necessary
- Oversee janitorial services for all buildings, as well as for grounds services (landscaping, parking lot, exterior of buildings)
- Develop facilities procedures and standards for staff and volunteers
- Develop a strong volunteer team that works with Facilities Manager and Business Director for facility needs

Maintenance:

- Align and manage maintenance schedules for all building, equipment, and grounds
- Address building maintenance and janitorial work identified by routine maintenance programs or Board of Trustees
- Manage qualified vendors and contractors to perform maintenance and repairs to insure timely and quality work on our properties.
- Accountable for facilities projects assigned by the Business Director or Board of Trustees to insure they are done on time and within budget and communicate the process of projects
- Manage, coordinate, and escort qualified vendors and contractors to perform maintenance and repairs to insure timely and quality work on our properties.
- Purchase and maintain all required maintenance and janitorial supplies in collaboration with Business Director
- Ensure the building, equipment and systems are well-maintained and in good repair (roofs, gutters/drains, HVAC, security, sound systems, etc.)
- Schedule and coordinate major cleaning projects with other staff members, Kindergarten, church volunteers, and committees
- Provide emergency "on call" services as required for church and Kindergarten program

Security and Safety of Facilities:

- Manage closely the fire alarm and building alarm systems to ensure proper functioning.
- Responsible to train staff and key volunteers to operate these systems during ministry events and open/close the church properly.
- Manage and assign all keys and security codes for building doors and access points.
- Works with Business Director, Security Team, and Board of Trustees to understand and help employ the building surveillance camera system and Emergency Response Programs for all ministries and departments.
- Develop and manage a plan for inclement weather (snow/ice removal, flooding, emergency shelter, etc).
- Ensure incident reports are completed and submitted as required
- Daily walk-through of building to minimize risks while ensuring cleanliness and safety
- Ensure parking areas, patios and walkways are clean and well-maintained
- Ensure playground equipment is inspected and maintenance completed as necessary
- Ensure proper outside lighting, replacing light bulbs and scheduling light timers as necessary

Education, Experience, and Skills Required:

- 5 years of experience in facility operations to include management of facilities, maintenance, inspections, security and safety.
- Have technical training or experience in at least one of the building/equipment disciplines (i.e. HVAC, electrical, construction, plumbing).
- Must be comfortable working in a church setting. Prior church work experience and/or familiarity with the United Methodist Church preferred.
- Must have strong people and communication skills, a pastoral heart, and the ability to work collaboratively with other staff members, committees, church members, and volunteers.
- Proficient user of large and small power tools, hand tools, and safety equipment
- Must be self-motivated and ability to anticipate, understand, and respond to needs of the church facilities.
- Excellent organization and time management skills with attention to detail and ability to prioritize
- Familiar with software related to preventative maintenance and/or projects

Reports to Business Director

Role: Part-Time (averaging 20 hours a week) Monday to Friday