



Title: Church Facility Manager

Reports to: Chairman, Board of Directors

Overview:

The Facility Manager oversees the day-to-day operations and maintenance of the church building and property. This role ensures the facilities are clean, well-maintained, organized, and functioning properly to support the ministries and activities of the church.

Minimum Requirements

Education: Associate degree required. • Bachelor's degree preferred.

Certification/License:

• Valid Georgia driver's license.

Work Experience:

3 years' experience in facility management

Key Responsibilities:

- Manage janitorial and maintenance staff. Hire, train, schedule, and oversee their work.
- Inspect facilities daily to identify cleaning, repair, or upgrade needs. Oversee any work performed by internal staff or outside contractors.
- Maintain maintenance records and schedules for repairs, replacements, and improvements. Plan capital projects as needed.
- Manage facility usage calendar. Coordinate with ministries and ensure proper set up and cleanup of spaces.
- Oversee cleaning and sanitization of facilities. Ensure proper health and safety standards are followed.
- Manage facility supplies inventory. Order supplies as needed for cleaning, repairs, etc.

- Oversee security of facilities. Ensure doors are locked appropriately and systems are functioning. Works closely with the Church's security guard
- Act as the primary contact for any facility emergencies or issues that arise. Troubleshoot problems and coordinate repairs.
- Prepare and manage facility budgets. Track expenses and ensure costs are within budget.
- Comply with all safety, regulatory, and accessibility requirements. Ensure facilities meet codes and regulations.
- Other duties as assigned by the Senior Pastor or Chairman, Board of Directors.

This role requires excellent organizational, communication, and project management skills. Qualified candidates will have 3+ years of facilities management experience, proficiency with maintenance software, and ability to oversee staff.

PHYSICAL ABILITIES AND WORKING CONDITIONS

The Physical Abilities and Other Conditions of Continued Employment listed in this section are representative of but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment which may be required of positions in this class. FOFMBC encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Trustee Chair.

Vision: (which may be corrected) to read small print; view a computer screen for prolonged periods.

Hearing: (which may be corrected) to answer telephones and tolerate exposure to noisy conditions.

Speech: to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone.

Upper Body Mobility: use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

Strength: to lift, push, pull and/or carry objects which weigh as much as 5 or no more than 50 pounds on a frequent basis

Mental Requirements: read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records.