

POSITION DESCRIPTION

POSITION TITLE: Facilities Manager

REPORTS TO: Church Council
(For cooperative and effective relationships, this position is accountable to the congregation through the Church Council)

Pastoral Team

Staff Relations Committee

BASIC DUTIES: Responsible for managing the Church facilities as described.

Responsible for ensuring Church building, other properties and grounds operate in an uninterrupted manner.

Does or oversees repairs and related maintenance projects.

Supervises custodians and maintenance workers.

Is responsible, along with Business Manager, for purchases of supplies and equipment.

This is a full-time position requiring an average of 40 hours a week and 24-hour stand-by status. Must live in church provided housing. In addition, attendance is required at appropriate Ministry and Council Meetings.

RESPONSIBILITIES:

Resource staff person to the Property Ministry

- Assist in preparation of annual Property Ministry budget and monitor it throughout the year

Building Maintenance

- Responsible for the general upkeep of the Church's properties and grounds, including the church building (5244 N. Lakewood) and the two adjacent residences (5226 and 5232 N. Lakewood); performing minor repairs and coordinating major projects with outside vendors..
- Monitor landscaping and snow removal services. (Church staff is responsible for removal of 2 inches or less of snow).
- Supervise Custodial Staff.
- Supervise daily clean-up of tenant rooms and ensure they meet all Federal, State, and City requirements (One Hope United).
- Monitor the exterior condition of the Church building and other properties and provide necessary maintenance and repair, or make recommendations to the Property Ministry.

Equipment Maintenance

- Ensure monthly and seasonal examination and maintenance of heating and cooling systems and provide necessary maintenance or make recommendations to Property Ministry.

1. Check the boiler system on a regular schedule and make any necessary adjustments or repairs .Check all air conditioning systems,

air filters and ducts and provide repairs or make recommendations to the Property Ministry.

2. Maintain licensing, required inspections and servicing of all church owned vehicles.
- Check the main sump pump systems and general plumbing systems and make repairs or recommendations to the Property Ministry.
 - Check and maintain all fire alarm systems, the elevator system, and security systems to ensure uninterrupted operation.

Building Security

- Ensure that the Church Building is properly secured by examining the building each day/night before locking and setting alarms.
- Ensure that the emergency light system is in good working condition and all exit signs are lighted at all times.
- Respond immediately to all emergency calls from security companies and report to Property Ministry.
- Cooperate with Chicago Fire Department and city/state inspections.

Administrative

- Supervision of custodial staff, including scheduling, attendance, evaluations, etc.
- Co-Chairman of the monthly building staff meeting, (Business Manager, Administrative Assistant, Financial Secretary, Facilities Manager and tenants.
- Primary contact to facilitate coordination of 3rd functions using our facilities.
- In cooperation with the Business and Financial offices, maintain records of contracts and work proposals for work done on or for the church properties. Code and submit for payment all invoices related to Property Ministry budget including work done by outside vendors.

General

- Attend meetings of the Church Council as requested.
- Attend all Ministry and Group meetings as requested.
- Attend Pastoral Team meetings as requested.
- Keep the office informed of personal work schedule and custodial staff schedules.
- Perform other duties as assigned i.e., room set-up and preparation for meetings.

Requirements:

1. Must support the mission and vision of the church and bring a sense of “ministry” to the position.
2. Fluent in English and bi-lingual in Spanish and/or Karen preferred.
3. Must have valid driver’s license.
4. Experience in a church or non-profit organization preferred.
5. Five or more years of supervision and building maintenance preferred.
6. Ability to work with the Pastoral Team and church congregations.
7. Ability to provide leadership and work with diverse groups in a multi-cultural environment.
8. Flexible work schedule.

Note: This Position Description may be reviewed annually and up-dated as needed.