

FACILITY MANAGER



LIBERTYHEIGHTS
CHURCH

Role

Title	Facility Manager
Reports to	Pastor of Operations
Category	Non-ministry Director
Status	Full-time salaried (estimated 40-45 hours/week), plus benefits

Position Description

The Facility Manager oversees the day-to-day upkeep, repairs, and maintenance of the church building and grounds. The individual helps recruit volunteer support and develops short and long-term plans for the continued upkeep of the campus. The Facility Manager supervises the Custodial Staff, the Grounds Staff, and part-time maintenance staff while providing oversight and support to the facility teams at all campuses.

Key Responsibilities

- Support the ministry goals of Liberty Heights Church through the application of expertise primarily in areas including custodial care and maintenance, grounds, building operations, and mechanical systems, while overseeing and managing the annual building operations budget.
- Regularly inspect the church premises for areas of need or concern. Perform minor repairs, including but not limited to drywall repair & painting, minor electric, plumbing, and temporary repairs in an emergency.
- Work with Ministry Leaders in coordinating facility usage and managing access to the building.
- Occasionally coordinate groups of volunteers for certain projects and maintenance to be executed by volunteers.
- Review all outside vendor invoices to ensure and verify satisfactory completion.
- Oversee proper set up and tear down for church events, which may include some evenings and weekend hours, on occasion, more than 40 hours a week.
- Coordinate the maintenance of the plumbing, electrical and mechanical systems including minor repairs and coordination of volunteer or outside vendors for major repairs or replacements. When necessary, contact applicable outside vendors to facilitate repairs, ensuring competitive and fair pricing.

- Organize and retain maintenance records for the building, contacts of outside vendors/volunteers, and annual/seasonal maintenance checklists.
- Coordinate and monitor schedules with all church ministries and departments.
- Develop and recommend a plan to repair and/or replace needed items around the facility.
- Oversee and manage a custodial team to keep the building and grounds clean, attractive, and well maintained, and performing basic functions as needed.
- Maintain upkeep of grounds, performing basic functions and oversight of landscaping, snow removal, and other maintenance related duties.
- Develop and oversee a team of volunteers to serve in grounds and maintenance.

What a Strong Candidate Would Look Like

- Committed follower of Jesus Christ (candidate will be asked to provide statement of faith that is consistent with the mission of Liberty Heights Church).
- Minimum of High School Diploma with general knowledge of building maintenance, general carpentry, plumbing, electrical, and custodial skills.
- Basic computer and e-mail skills and familiarity with MS/Word and Excel.
- Ability to communicate with staff and volunteers on facility needs and uses.
- Capable of lifting a minimum of 40 pounds and ability to have complete mobility in building and grounds activities.
- Availability to work Monday–Friday during regular business hours with flexibility on schedule for occasional worship and special events (available and on-call for emergencies).

Please forward resume and work history to *chris.anderson@libertyheights.org*