

ALLIANCE FRIENDS CHURCH

Job Description
FACILITIES MANAGER

CLASS TITLE: FACILITIES MANAGER
EFFECTIVE DATE:

REPORTS TO: LEAD PASTOR
FLSA STATUS: EXEMPT

GENERAL SUMMARY:

The primary function of the Facilities Manager is to supervise the facilities, maintenance, grounds and transportation of Alliance Friends Church. These responsibilities include management of custodial staff. This position shall also coordinate and implement building and safety procedures.

ESSENTIAL DUTIES & RESPONSIBILITIES:

CUSTODIAL

- Plan and supervise the daily custodial services. These services will include cleaning, sanitizing, preventative maintenance and preparation of areas for ministry use. These responsibilities include room set up as needed.
- Responsible for making sure all ministry areas are cleaned and prepared for events.
- Plan and supervise custodial scheduling and quality control.

MAINTENANCE

- Manage and schedule all maintenance including building repairs, painting, plumbing, electrical and general duties to ensure the facility and grounds are well maintained.
- Develop and maintain a procedural manual for electrical, surveillance, alarm and HVAC.

GROUNDS

- Manage and schedule staff for the upkeep of the grounds surrounding the facility, including mowing, mulching, trimming shrubs, weed whacking and other general needs.
- Communicate and plan with vendors concerning playground upkeep and snow removal.

TRANSPORTATION

- Maintain all vehicles including lawn equipment to ensure they are regularly serviced and safe.
- Update all license plates annually.
- Ensure that all drivers are insured and licensed for insurance purposes.

COMMUNICATION

- Keep Lead Pastor apprised of all building needs.
- Work in collaboration with Trustees, attending trustee's meetings and keep them apprised of building needs.
- Collaborate with the Head Trustee and Lead Pastor to set goals and forecast major repairs in coordination with the Trustee's team.

SAFETY

- Develop and maintain a safety manual for Alliance Friends Church.
 - Ensure the security of the building is working including the locking system, lighting, signage, fire equipment, first aid kits and all exits and entrances are functioning properly.
 - Responsible for certification and certificates are current to meet fire and water system code.
 - Responsible for annual inspections including boiler and elevator.
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QUALIFICATIONS:

- Serve as a leader by example in personal discipleship, stewardship and evangelism.
 - Clean background check
 - Flexible schedule
 - Member of Alliance Friends Church
 - Strong interpersonal and organizational skills
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PHYSICAL DEMANDS:

- Ability to lift 50 lbs
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EEO STATEMENT:

Alliance Friends Church is fully committed to Equal Employment Opportunity for its employees and applicants for employment on the basis of merit without regard to race, gender, color, national origin, age, physical or mental disability, citizenship status, veteran status or any other basis protected by Federal, State or Local law, ordinance or regulation. Alliance Friends Church is also fully committed to its religious distinctive and as a religious organization, is permitted by federal and state law to employ persons of religious beliefs, to require its staff to adhere to Alliance Friends Church Statements of Faith, and to enforce a religiously based statement of responsibilities for employees. Alliance Friends Church will follow this policy in recruitment, hiring, testing, certification, promotion, layoffs, returns from layoffs, demotions, terminations, training, performance evaluations, and leave. Alliance Friends Church is dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity. When a conflict occurs, Alliance Friends Church promptly addresses the matter. Should an employee feel they have been unfairly treated, they should report the matter to the Senior Pastor or Presiding Clerk of the Elder Board.

DISCLAIMER

The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.