

Job Description-Antioch Baptist Church

Title: Facilities Manager

Reports To: Executive Pastor

Job Status: Full-Time

The facilities manager is responsible for managing the maintenance of equipment, machinery, grounds and buildings. The position is also responsible for overseeing room management, vehicle management, custodial services, as well as scheduling facility upkeep, including estimates on equipment, labor materials and other related costs.

The facilities manager is responsible for the direction, planning and organization of the cleaning, maintenance and repair of existing church buildings and grounds, the set-up and tear-down of furnishings for ministry events, and the development and implementation of a strategic preventative maintenance plan.

Duties and Responsibilities

- Initiates and manages planned maintenance programs for a variety of office and mechanical equipment;
- Oversees the cleaning and maintenance of all facilities;
- Develops and administers the annual facility budget;
- Develop and maintain a relationship with vendors ensuring efficient facility operations;
- General oversight of the security systems and building access management across the Campus (security and fire systems, key access, badge access, etc...);
- Review the schedule for events and ensures that the appropriate facility is opened and/or closed in a timely manner;
- Responsible for ensuring the set-up and tearing down of events and/or meetings;
- Responsible for all vehicle maintenance ensuring that the vehicles are refueled, has routine cleaning, and secured when not in use;
- Responsible for other duties as assigned;
- Supervise all custodial staff;
- Plans budgets and schedules facility maintenance, including cost estimates.
- Always mindful of effective use of Church resources to include cost effective repairs that can be done in-house verses outside vendors.

Knowledge, Skills, Abilities

- Relevant experience in facility management, engineering, business administration or related field;
- Minimum 5 years of experience in facilities management position or related position; along with a high school degree or GED and or college degree.
- This position does require work on Sundays as well as being available when emergencies arise.
- Self-starter and able to roll-up your sleeves and get the work done.
- Well-versed in technical/engineering operations and facilities management best practices.
- Excellent verbal and written communication skills
- Excellent organizational and leadership skills
- Must be able to perform physical activities.
- Must be able to lift heavy objects up to 50 pounds
- Must be able to bend, stand, climb, and walk
- Must possess a valid driver's license
- Must have a high level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact, and diplomacy.