Jonesboro First UMC

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| **Job title** | *Facility Manager* |
| **Reports to** | *Senior Pastor* |

**Job Purpose**

Responsible for maintaining the buildings and grounds of the church and overseeing the upkeep of equipment and supplies. The Facility Manager will ensure the buildings and grounds are maintained, which entails determining and scheduling repairs, renovation projects, waste-reduction improvements, and safety inspections.

Oversee a budget and negotiate with outside vendors (to include Trustees Chair when appropriate) for supplies, repairs, and other measures.

**Duties and Responsibilities**

* Plan and coordinate installations to include telecommunications, heat, electricity, and refurbishments.
* Manage the upkeep of equipment and supplies to meet health and safety standards.
* Maintain floors (including cleaning/buffing CAB and Education Building, kitchen, cleaning carpets, etc.)
* Change exterior liturgical items.
* Change outdoor signage upon instruction of Senior Pastor.
* Perform “handyman” repairs.
* Support administrative staff as needed.
* Daily campus survey and cleanup.
* Inspect buildings’ structures to determine the need for repairs or renovations.
* Review utilities consumption and strive to minimize costs.
* Supervise technicians, groundskeepers, and other contractors.
* Control activities like parking space allocation, waste disposal, building security, etc.
* Coordinate duties with staff to insure coverage and completion of responsibilities.
* Keep receipts and non-financial records and forward to office.
* Perform analysis and forecasting of potential cost-saving measures and other enhancements to Senior Pastor and Trustees Chair.

**Qualifications**

* Proven experience as facilities manager or relevant position.
* Well-versed in technical/engineering operations and facilities management best practices.
* Excellent verbal and written communication skills.
* Excellent organizational and leadership skills.
* Good analytical/critical thinking.

**Working Conditions**

This position is a 25 hour/week position in general. There will be times that weekend work will be necessary for community and church-related events.

**Physical Requirements**

Work is generally performed in a variety of environments: office, interior operational settings, and outdoors, with frequent interruptions and irregularities in the work schedule. Frequent walking, standing, climbing, lifting, stooping, or carrying of equipment and materials may be required. Incumbents may be required to lift and carry up to 50 pounds. Incumbent may be exposed to extreme temperatures, close quarter situations, high and precarious places, moving mechanical parts, and vibrations.

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| **Approved by SPRC:** |  |
| **Date approved:** | **26 February 2024** |

*This job description will be reviewed annually and kept current with the church’s needs.*

*Signature Date*