



Facilities Manager

The Church Facility Manager stewards the church's physical environment to support effective ministry. This role ensures the campus is safe, well-maintained, and compliant, while taking ownership to create a welcoming and functional environment for all.

Responsibilities

- Oversee daily operations of church buildings, grounds, and parsonages
- Conduct regular inspections to identify maintenance needs
- Manage routine maintenance (HVAC, plumbing, electrical, landscaping)
- Coordinate contractors, obtain bids, and oversee repair/improvement projects
- Ensure compliance with safety codes and regulations
- Maintain maintenance schedules, records, and inventory of supplies/equipment
- Track expenses and assist with the facility maintenance budget
- Respond to urgent facility issues as needed (on call)
- Support worship services, events, and special gatherings
- Collaborate with staff and trustees
- Supervise custodial staff, maintenance personnel, and/or volunteers

Availability

The Facility Manager will be available at the church during normal working hours. There are no normal work hours on Saturday, and it is expected that a sabbath be taken on one recurring weekday.

Accountability - This position will be accountable to the Senior Pastor

Education - HS Diploma or equivalent required. Hands on experience in maintenance facilities or a related field. Relevant certifications are a plus (facilities management HVAC safety and or building maintenance)

Experience:

Working knowledge of HVAC, electrical, and plumbing systems; ability to troubleshoot issues and perform minor repairs; familiarity with safety regulations and compliance standards; and demonstrated experience managing vendors, contractors, and/or teams

- Experience in facilities management, property management, or maintenance supervision.
- Strong knowledge of building systems and general repairs.
- Organizational and project management skills.
- Ability to manage multiple priorities.
- Strong communication and leadership abilities.
- Commitment to the mission and values of the church

Compensation - Full-time, salary based on experience

We are prayerfully seeking candidates who align with the mission and values of our church. Employment may be contingent upon a background check and reference review.

Our church welcomes applicants from diverse backgrounds and is committed to creating a respectful and Christ-centered workplace environment.