



Redland Baptist Church  
6922 Muncaster Mill Road, Derwood, MD 20855

## **Facilities Manager Job Description**

### **Principal Functions:**

The church Facilities Manager is responsible for the overall maintenance and upgrades of Redland Baptist Church facilities, grounds, furnishings, and associated equipment to ensure a safe, secure, functional, clean, and attractive place to worship God.

### **Qualifications:**

- Building and Grounds maintenance experience with general knowledge of building maintenance, general carpentry, plumbing, electrical, and custodial skills.
- Bachelor's degree with experience in Facilities Management is desired, but not required.
- Must have proven experience as a self starter who doesn't require constant oversight.
- A Godly representative of Redland Baptist Church.
- Work well with groups and individually.
- Possess basic computer skills (Microsoft Office Suite and web browsing).
- Applicant must have a valid drivers license and have their own transportation.
- Ability to perform physical labor and climb stairs.

### **Lifestyle Expectations:**

- A growing Christian of high moral character.
- An active member of Redland Baptist Church or a church of like faith.

### **Work Schedule:**

- This is a full-time salaried, hired position.
- Minimum 40 hours work week. Work schedule is flexible provided responsibilities are being properly executed.

### **Reports to:**

Minister of Worship and Administration.

### **Meetings:**

Attend Building and Grounds Committee meetings. Attend staff meetings and other meetings as needed.

### **Responsibilities:**

1. Responsible for maintenance, custodial care, and repair of church facilities (including the Mission Furlough House and Recreation and Outreach Center), grounds, furnishings, and associated equipment.
2. Perform walk through of all church facilities weekly to ensure a safe, secure, functional, clean and attractive place to worship is maintained to support the ministry goals of Redland Baptist Church.

3. Manage maintenance of all systems including (but not limited to): air conditioning, heating, plumbing, doors, locks, elevators, and lighting.
4. Provide oversight and management of contractors as required for facilities work ensuring competitive and fair pricing.
5. Review all outside vendor invoices to ensure and verify satisfactory completion.
6. Organize and retain maintenance records for the building, contact information of outside vendors/volunteers, and annual/seasonal maintenance checklists.
7. Prepare and manage a maintenance plan for all major church facility equipment.
8. Manage the set-up and take-down for scheduled events held at the church.
9. Prepare and implement a cleaning schedule of the entire facility (excluding the Mission Furlough House) so that all rooms, floors, and walls are regularly cleaned and maintained as necessary.
10. Ensure compliance and implementation of facility policies.
11. Manage the custodial staff including performance reviews.
12. Effectively plan and schedule custodial staff time to assume maximum productivity.
13. Responsible for the planning, usage, and reporting of all budgets related to the custodial supplies and building and grounds maintenance.
14. Maintain Facilities Practices and Procedures in concert with the Building and Grounds Committee.
15. Other duties as assigned by the Minister of Worship and Administration in concert with the Building and Grounds Committee.