

Building/Facilities Manager

Plainfield United Methodist Church (PUMC)

The Building/Facility Manager is responsible for the efficient operation and maintenance of the church building, physical assets, and grounds.

- Takes work direction from, reports to, is accountable to, the Senior Pastor.
- Attends and makes reports at monthly Trustees meetings.
- Carries supervisory responsibility for the Custodian and Night Custodian and provides Staff Parish Relations Committee input for keeping custodial job descriptions up to date.

Key Performance Areas

Safety – ensure an accident free environment for staff, members and guests.

- Primary contact for fire alarms.
- Promote safe work practices and work conditions.
- Recognize and correct unsafe facility conditions.

Security – ensure those who enter the PUMC facility are free of worry

- Primary contact on calls for security concerns/alarms and facility equipment emergencies.
- Assist in coordinating building opening and closing assignments.
 - Maintains/coordinates schedule for door security system.
- Ensure door locks and exterior lighting is functional and adequate.

Hospitality – assist in making those who might and do enter PUMC facilities to feel welcome and will encourage people to want to return by ensuring the internal and external facilities are neat in appearance

- Responsible for upkeep, cleanliness and maintenance of buildings.
- Maintain internal and external signage to reflect needs of guests and members.
- Coordinate room set-ups for Building Use requests.

Maintenance – monitor systems, repair and service work, and resources to ensure they meet the needs of guests and members.

- Contracts/Contractors
 - Maintain current copies of all facilities-related contracts, warranties, agreements and building plans.
 - Liaison between PUMC and all facility service contractors, including but not limited to:
 - cleaning staff
 - lawn service
 - snow removal
 - HVAC, plumbing and electrical specialists. Serve as liaison when working with property insurance and warranty claims on building and vehicles as needed and make action plans when required to rectify situation.
 - As assigned by Trustees, represent the Trustees/PUMC in obtaining quotes and negotiating with potential vendors/contractors. (Trustees authorization/approval required.)
 - Ensure work is done to PUMC's satisfaction.

Job Description

- Projects/Tasks

- Maintain a log of preventive maintenance projects and work items, with due dates, for Trustee's responsibility.
- Coordinate and perform light maintenance work such as, but not limited to:
 - Change light bulbs
 - Repair leaks
 - Hang wall fixtures
 - Do minor plumbing, electrical or mechanical work within the scope of skills
- Leverage use of volunteers and Custodial Staff, where licensed professionals are not required, to reduce costs and encourage volunteerism.
- Monitor and maintain church owned vehicles.
 - Ensure completion of scheduled maintenance
 - Renew license plates
 - Maintain vehicle use log
 - Monitor access to vehicles
- Accept Facilities-Related tasks assigned by Trustees

- Supplies

- Serve as purchasing agent for maintenance supplies used by church
- Compile and maintain complete up-to-date custodial supply inventories
- Seek competitive bids on products and services used by the church
- Encourage recycling of appropriate materials.
 - Properly dispose of discarded items (Tox-A-Way)
 - Computer equipment
 - Fluorescent lights
 - Batteries

Communication – Participation with other teams/groups

- Attend meetings of staff/teams as assigned.
- Meet with short-term special interest groups upon request.

Skills/Abilities

Good organizational, communication and people skills; possess mechanical and maintenance skills. Willingness to be on call 24/7.

Minimum qualifications

1. Experience in facilities management
2. College degree preferred - or training in a technical field
3. Basic computer and e-mail skills and familiarity with MS/Word and Excel
4. Prior volunteer experience in church or other non- profit setting preferred
5. General knowledge of building maintenance, carpentry, plumbing, electrical, and custodial skills
6. Have personal mobile device for work related contact

Hours of Work: Approximately 20/hours/week-varied days and times

Revised June 2015