

Christ Lutheran Church
Facility Manager
Job Description

Objective:

The part-time Facility Manager for Christ Lutheran Church is a part-time position that insures that the church campus is clean, organized, maintained, and ready to serve the needs of the ministry of the church.

Hours:

- 12-hours a week (10 hours during “open” office hours)
- Available for evening/weekend needs.

Report To:

The Operations Manager

Responsibilities:

1. Campus Oversight

- a. Negotiating with vendors and insuring that supplies are stocked.
- b. Attending to campus maintenance and overseeing contract employees of janitorial service and lawn service.
 - a. Manage relationship with Security 1st Alarm King
 - b. Manage HVAC Systems (bi-annual maintenance with Marthedahl, and Comfort Now systems)
 - c. Manage relationship with SCE & JP Electric to manage electricity costs
 - d. Arrange Pest / Gopher Controls (Orkin)
 - e. Computer maintenance (Torian Group)
 - f. Lawn service (Hoang Tran)
 - g. Carpet cleaning/floor waxing (ServiceMaster)
- c. Oversight of bi-annual congregational workdays (Fall and Spring).
- d. Oversight to needed office equipment for staff – computers, printers, etc.
- e. Assemble a team of volunteers to assist in campus tasks and repairs.
 - i. Water, sprinklers, and gardens
 - ii. Lights and electrical
 - iii. Equipment and facility repair

2. Technology

- a. Oversee computer maintenance and purchases
 - a. Office Equipment, Computers, Software, Network performance
- b. Oversee worship technology (sight and sound)

Additional Responsibilities:

1. Attend weekly staff meetings.
2. Possibly attend the annual staff retreat off-campus.