

POSITION DESCRIPTION
TRI-LAKES UNITED METHODIST CHURCH (TLUMC)

POSITION: Facility Manager

SUPERVISOR: Board of Trustees (BOT) Chairperson

POSITION CATEGORY: Part Time Staff

POSITION SUMMARY: The purpose of this position is to provide basic maintenance and management of the TLUMC property and to ensure a clean, safe environment where people can enjoy worship. The Facilities Manager (FM) is a part time position (approx. 40 hrs/month) reporting to the TLUMC Board of Trustees (BOT) Chairperson. The TLUMC FM will be the primary point of contact for all maintenance related issues, and will serve at the discretion of the Board of Trustees Committee.

RESPONSIBILITIES:

- Maintain the condition, safety, and appearance of the church facility and the property
- Open the facility for special events
- Manage outdoor areas, sidewalks, and playgrounds with safety, cleanliness, and accessibility in mind (e.g, trimming bushes and trees around the facility)
- Act as the TLUMC point of contact for scheduling repairs or maintenance with outside contractors and vendors
- Make and/or manage building repairs such as plumbing, electrical, HVAC, painting, carpentry, etc. on a timely basis and within their capabilities
- Conduct periodic maintenance and inspection of regular and emergency lighting throughout the facility, HVAC equipment (e.g., filter changes), fire extinguishers, sprinkler system, water system, etc.
- Coordinate annual inspections with applicable agencies (e.g., elevator and fire inspections)
- Maintain appropriate records of maintenance done to the facilities, grounds, and safety equipment (e.g., fire extinguishers, sprinkler system, HVAC, etc.)
- Ensure compliance with all appropriate licensing, permits and applicable insurance
- Review and prioritize special maintenance needs/requests
- Identify the need for major repairs or renovation, obtain bids and collaborate with the TLUMC Board of Trustees (BOT) in selecting contractors
- Oversee special projects that are beyond the skills and knowledge of the FM
- Manage all aspects of a project through completion of the project
- Provide quarterly reports to the TLUMC BOT Committee on projects started, in-process and finished within each quarter
- Oversee the contract cleaning crew ensuring excellence and cleanliness of the facility
- Provide inputs to the TLUMC BOT's annual budget submission and the BOT's Charge Conference report
- Provide initial response to alarms
- Place directional signage on Sundays and other services
- Execute other duties as needed on behalf of the TLUMC staff or BOT Chairperson