

Ascension Lutheran Church and School Job Description

Facilities Manager

Position Description: Connects people to Jesus by ensuring that church facilities, buildings, and equipment are in good working order; promotes a positive image by keeping the grounds sidewalks and other areas neat and tidy; and facilitates effective Christian ministry by assisting as necessary staff, boards, and other groups by preparing facilities for meetings or other events. Develop volunteers to assist with maintaining landscaping, cleanliness or set ups as needed.

Accountable to: Business Administrator

Employee Type: Regular part-time (30 hrs.), non-exempt, salary

Supervision type: Oversee custodians, volunteers

Hours: Monday – Friday, 7:30am – 2:00pm

Primary Duties and Responsibilities:

Assuring that the following duties are accomplished.

1. Routine maintenance of church and school facilities, equipment, and vehicles.
2. Create and oversee a Volunteer ministry for facilities and grounds
3. Recommend to church leaders major repairs needed to buildings and other equipment and assist in preparing annual budget for Property Management.
4. Order and ensure completion of annual inspection requirements
5. Cleanliness of church and school facilities including floors, windows, and restrooms.
6. Routine upkeep of grounds, sidewalks.
7. Minor repairs of church and school facilities, equipment, and vehicles. Contact outside vendors to do repairs if necessary.
8. Setup and teardown in support of meetings and or events.
9. Maintain an inventory of custodial supplies.
10. Manage and set timers for parking lots and grounds
11. Maintain list of approved vendors and contractors
12. Oversight of evening and weekend custodian activities.

Qualifications:

1. Christian with theological beliefs, compatible with the Lutheran Church Missouri Synod.
2. High-school education.
3. Specialized training or related experience needed to repair church facilities and equipment

Knowledge, Skills and Abilities :

1. Working knowledge of equipment and supplies needed to ensure cleanliness of facilities
2. Working knowledge of plumbing systems
3. Working knowledge of electrical systems
4. Working knowledge of HVAC systems
5. Working knowledge of tools and equipment needed to accomplish minor repairs

Working Conditions: The physical demands include working in indoor and outdoor settings, and the ability to lift weights of at least 50 lbs. Noise level is moderate.

Selection Guidelines: Applications are evaluated on: Formal Application; Rating of education or experience; Oral interview; Reference check, Criminal Background check.

Effective April 2017