



JOB LISTING

FIRST CALVARY

BAPTIST CHURCH

HAS A JOB OPENING FOR A
FACILITIES MANAGER

Facilities Manager

(Part-time up to 20 hours/week)

JOB DISCIPTION:

The Facilities Manager will serve as the overall coordinator for church facility and property operations in support of church ministry programs and activities. Duties include the operation and maintenance of equipment systems, interior and exterior maintenance, make minor repairs and oversight of service contracts associated with the operation and maintenance of church properties.

GENERAL RESPONSIBILITIES:

- Oversee all operations related to the upkeep, repair and improvement of facilities and grounds.
- Proactively identify facilities maintenance needs and develops and oversee preventative maintenance schedule and implement audit measures for compliance.
- Maintain an effective service request tracking process to ensure requests for repairs, and facility improvements are addressed in a timely and cost-efficient manner.
- Ensure all facilities are in compliance with mandatory federal, state and local regulations set forth by ADA, OSHA, HAZ-MAT- Fire Codes.
- Effective communication with Chair of Operations and Mantanience, Office Manager Executive Administrator, Custodians, Emergency Response Team (ERT) and Pastor.
- Coordinate with Emergency Response Team (ERT) site based ITPPs and emergency drills/training.
- Overseeing competitive bid process.
- Troubleshooting ongoing maintenance/construction issues with vendors.
- Coordinate vendors visits/repairs with Office Manager/Executive Administrator, Custodians, and others as needed.



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PROFESSIONAL QUALIFICATIONS:

- Bachelor's Degree or a minimum of 2 years' direct experience in facilities related maintenance and/or construction trade experience in a Church setting.
- Ability to interact with city, county, state and federal offices, trades workers, vendors, insurance companies and material suppliers.
- Ability to interpret basic blueprints and working drawings.
- Supervisory experience overseeing custodians and third-party contractors.
- Strong time management and organizational skills with the ability to prioritize multiple tasks.
- Highly collaborative and communicative, with strong written and verbal skills.
- Ability to exercise sound judgment and work independently.
- Must retain a valid NC Driver's License.

ADA- Americans with Disabilities Act
Materials

HAZMAT -Hazardous

ITPP- Individual Training Plan Proposal **OSHA-** Occupational Safety and Health
Administration

Submit resume to: personnel@firstcalvary.org