



TITLE OF POSITION: Facilities Maintenance Manager

REPORTS TO: Director of Facilities

POSITION TYPE: Exempt/Full-Time 40 hours/week

PURPOSE OF POSITION: The Facilities Maintenance Manager provides hands-on leadership for the maintenance, repair, safety, and day-to-day readiness of Church buildings, equipment, grounds, and related infrastructure. The Manager performs and directs skilled and semi-skilled work across building trades, coordinates preventive maintenance and outside service providers, supports Church events and programs, and helps ensure facilities remain safe, functional, clean, and welcoming. The position reports directly to the Director of Facilities and serves as a key operational leader within the Facilities function.

ESSENTIAL FUNCTIONS:

- Lead and perform maintenance and repair work involving carpentry, concrete/masonry, roofing, drywall, painting, ceilings, flooring, plumbing, HVAC, electrical, and routine grounds maintenance.
 - Coordinate daily work priorities for Facilities personnel; provide directions to Church volunteers and subcontractors when engaged in construction, maintenance, alteration, or repair work.
 - Ensure lawns, irrigation, landscaping, sidewalks, parking areas, buildings, and assigned properties are maintained in safe, orderly, and serviceable condition.
 - Plan and verify scheduled preventive maintenance, whether completed in-house or by contractors, and confirm work meets applicable statements of work and operating requirements.
 - Support setup, facility preparation, opening/closing needs, and coordination for on- and off-campus events and programs; partner with custodial staff as needed.
 - Operate and oversee the safe use and upkeep of maintenance vehicles, lifts, tools, and equipment; coordinate snow and ice removal when required.
 - Assist with building security and life-safety readiness; identify unsafe conditions, take appropriate action within scope, and promptly escalate concerns.
 - Maintain accurate work orders, maintenance records, supply/parts orders, expense documentation, payment requests, time records, and related administrative records.
 - Respond to emergency building or equipment issues, including on-call and off-duty response when required; perform other duties as assigned.
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LEADERSHIP DEVELOPMENT EXPECTATIONS:

- Crosstrain with the Director of Facilities on department planning, work prioritization, vendor and contract oversight, purchasing, budget tracking, and documentation practices.
- Participate in facility inspections, life-safety and compliance reviews, project planning, and contractor meetings to build familiarity with Director-level decision-making and accountability.
- Progressively take the lead on selected maintenance projects, recurring vendor relationships, staff/volunteer coordination, and operational meetings as delegated by the Director of Facilities.
- Develop the ability to communicate facility priorities, risks, costs, and recommendations clearly to Church leadership and ministry stakeholders.
- Demonstrate increasing readiness to provide continuity of Facilities leadership during the Director's absence and, over time, to assume broader departmental leadership responsibilities.

REQUIRED SKILLS, KNOWLEDGE & ABILITIES:

- Working knowledge of building trades, construction methods, materials, tools, preventive maintenance practices, and safe work procedures.
 - Knowledge of applicable local, state, and federal codes and OSHA-related requirements relevant to maintenance work, equipment, ladders, lifts, chemicals, and facilities safety.
 - Ability to read and interpret operating and maintenance instructions, procedure manuals, blueprints, diagrams, service documentation, and vendor scopes of work.
 - Demonstrated ability to plan, prioritize, assign, and complete multiple work activities efficiently while maintaining quality and responding to changing priorities.
 - Sound judgment, initiative, and the ability to work effectively with limited supervision while recognizing issues that require escalation to the Director of Facilities.
 - Ability to guide employees, volunteers, vendors, and contractors with professionalism, accountability, and a service-oriented approach.
 - Proficiency with Microsoft Office (Word, Excel, Outlook) and facilities/work-order software; ability to maintain detailed records and prepare routine administrative documentation.
 - Commitment to continuing technical and leadership development, including learning the operational, administrative, and planning responsibilities of the Director of Facilities.
 - Ability to maintain effective working relationships with Church employees, coworkers, congregation members, contractors, and the public; consistently presents a professional, positive, and helpful manner.
 - Ability to obtain and maintain CPR/AED/First Aid certifications.
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EDUCATION, EXPERIENCE & TRAINING:

- High school diploma or GED equivalent.
 - Three to five years of direct facilities maintenance experience; prior experience coordinating projects, vendors, or the work of others is strongly preferred for this managerial role.
 - Any combination of training and experience sufficient to perform the essential duties and responsibilities of the position.
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WORKING CONDITIONS:

- Schedule: Department operations are generally Monday through Friday, 8:00A–4:00P.; a flexible schedule is required and may include evenings, weekends, holidays, standby assignments, emergency overtime, and nontraditional hours during incidents or emergencies.
- Physical demands: Regular light-to-moderate physical work with lifting and moving requirements consistent with facilities maintenance; work may include bending, crawling, climbing, kneeling, prolonged standing, ladders, scaffolding, lifts, enclosed spaces, heights, and temperature extremes. Occasional lifting/moving up to 100 pounds may be required.
- Environment/hazards: Work occurs indoors and outdoors and may involve inclement weather, motor vehicles/equipment, maintenance chemicals and pesticides, noise, and other conditions typical of commercial facilities maintenance.