

Facility Manager Position Description

Approved Title Facility Manager		Effective Date March 1, 2021
Title Code	FT / PT PT	Reports to Senior Pastor

Old Town Community Church is made up of people who love Jesus and who are united around the same mission of bringing hope to Old Town and beyond through the truth of a timeless faith. We are a congregation of people from different places who have different church backgrounds. We are united in our belief that Jesus Christ is Lord and in our shared calling to bring the hope of Jesus to the world.

God is at work in our city. Our mission is to come alongside and join in this work. Our facility and church grounds are assets we use to enact that mission.

Position Summary:

We are excited to welcome a new member to our team that will ensure that our historic facility is well-maintained. The Facilities Manager is responsible for ensuring a safe, healthy and well-maintained facility to ensure staff, members, building tenants and community members are able to fully access ministry services within the facility.

This is a part-time role, approximately 25 hours per week. This is an onsite position, from 9 AM – 2 PM, Monday-Friday, and occasional on-call support in response to facility-related emergencies.

Description:

The successful candidate is a proactive, well-organized professional whose primary concern is the safety and functioning of the facility. Experienced in handling a wide range of tasks related to maintaining a large facility, attuned to slight changes in infrastructure or equipment that may indicate an issue, and the ability to work independently with little or no supervision are musts for this position. The ideal candidate is proactive in communicating challenges directly and collaborates well with others in order to problem-solve and get things back on track.

Experience working on small teams is highly desired and will prove helpful in providing direct support to other team members.

Essential Functions

- Oversee facility maintenance and management.
- Maintain current facility records and files via hard and soft copies.
- Provide light maintenance.
- Coordinate vendors for facility repairs/maintenance.

- Serve as primary facility emergency contact.
- Oversee building security systems.
- Provide room set up as requested.
- Oversee custodial company & occasional facility workers.

Additional Considerations:

- Ability to work well with staff, contractors, volunteers, church members and community members in order to address facility concerns.

Requirements:

- High school diploma or GED
- 3-5 years of experience in facilities management or related field
- Working knowledge of relevant computer applications such as email, electronic spreadsheets, etc.
- Ability to communicate clearly and concisely, verbally and in writing, in English.
- The candidate must be a self-starter who enjoys and works well with others.
- Superb communication and organizational skills.

How to apply:

Send your resume, cover letter, and contact details for 3 professional references to jobs@oldtown.cc.