



Category: Salaried, 32 hours.

Weekly Schedule: As a general rule, a work week will be considered 4 days per week.

Purpose: To help enable and assist Eastminster Presbyterian Church and its members in the pursuit of its vision, programs and ministries.

Accountability: Primarily accountable to the head of staff as supervisor and secondarily to the facilities management committee.

Primary Responsibilities:

1. Direct/perform the maintenance and up keep of church buildings, grounds and equipment.
2. Manage/perform the maintenance and operation of the HVAC systems of all buildings.
3. Oversee/perform the maintenance of safety equipment. (I.e. fire extinguishers, smoke detectors, crash bars, etc.)
4. Oversee/perform an annual thorough cleaning and licensing of kitchen.
5. Supervise custodian(s) and assist in their hiring and review processes.
6. Oversee the work of volunteers.
7. Administer and coordinate snow removal efforts and preparation.
8. With the exception of emergency repairs, confirm that all tasks performed by sub-contractors etc. have first been approved by the appropriate committee.
9. Oversee all contractors.

Primary Tasks:

1. Assist the appropriate committee in the development of an annual maintenance budget.
2. Program and maintain security system as needed.
3. Distribute and keep records of building key assignments.
4. Perform custodial tasks in custodian's absence.
5. Order and keep adequate inventory levels of all facility supplies.
6. Prepare for and oversee clean up after weddings, funerals and rentals.
7. Monitor unauthorized parking.
8. Monitor utility bills in support of the appropriate committee.
9. Keep and share records of significant maintenance and repairs with the appropriate committee.
10. Submit monthly report to and attend the Facilities Management Committee meetings.
11. Attend and participate in staff meetings.



STAFF POSITION DESCRIPTION

Facilities Manager

Approved: May 14, 2015

Accommodations:

1. Must be able to attend evening meetings as needed.
2. Must be able to perform physical labor.

Approved by Session June 22, 2015.