

**FREE METHODIST WORLD MINISTRIES CENTER
JOB DESCRIPTION**



FACILITY MANAGER

Part-Time Hourly (20 hours per week)

Onsite

*****WOULD LIKE TO HIRE IMMEDIATELY*****

Ready to make a difference? As an exciting Christian nonprofit global ministry, the Free Methodist Church – USA has an excellent career opportunity for a bright, energetic, organized, personable candidate with a heart for ministry.

JOB SUMMARY

This position is to handle maintenance of building facilities, including preventive maintenance and urgent repair needs. The position supervises janitorial and any volunteers in janitorial, maintenance and grounds keeping, or completes these duties him/herself. The Facility Manager is responsible for completing a variety of remodeling tasks as needed, providing counsel to management regarding facilities issues, handling and/or supervising snow removal and landscaping, and has minimal on-call responsibilities to respond to off-hours facility emergencies. This position is required to be on-site and is estimated to be 20 hours a week. Although the weekly schedule is flexible, there are times when meetings are held in the building which will require the Facility Manager to be on site at specific times, including some Saturdays. Sufficient notice will be provided.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Ensure that a clean, well-kept appearance of the building interior and property's exterior is always maintained. Ensuring block walls are clean, in good repair, and curbs are painted and look neat. Recommend when parking lot needs resurfacing or parking lines need to be repainted.
2. Routinely clean the building and maintain a computerized janitorial checklist; supervise volunteers assisting with building and grounds maintenance ensuring that volunteer hours are recorded at the receptionist desk.
3. Respond to maintenance requests from department personnel, e.g. changing light bulbs, painting walls, moving furniture and other various tasks.
4. Maintain boiler and related infrastructure. Perform required tests and keep required logs. Keep building plans and blueprints filed in proper order. Ensure tools and equipment are properly organized and stored and all maintenance work areas are clean and organized.
5. Serve as primary contact for building vendors/outside contractors; receiving estimates for the work and discuss with EAA to help formulate a decision.
6. Perform minor electrical and plumbing tasks.
7. Keep informed about upcoming guests, meetings, or events in the building through the use of Outlook Calendar and Teams. Arrange tables and chairs in various rooms as needed. Set up equipment for meetings and events.
8. Track facility work projects, both unfinished and completed. Create project timelines and research expected costs. Track repairs with spreadsheets and graphs. Evaluate and submit cost reduction ideas to EAA. Maintain repair records and prepare related reports. Develop and implement computerized preventative maintenance schedules.
9. Perform mandatory safety tests. Make sure necessary safety inspections by outside contractors are completed as required. Maintain proper records.

10. Keep staff aware of safety concerns, perform regular safety training with staff, and engage in monthly staff meetings via Teams and in person.
11. As the Administrator on the security system and alarms, the Facility Manager might receive calls about intrusion/fire. The Facility Manager is expected to respond to these as needed.
12. Prepare and present a budget for the department to the COO yearly and keep to that budget throughout the year. Prepare cost estimates of time, materials, and labor for work projects; prepare a one-to-five-year maintenance plan that includes a description of project, cost estimate, staffing requirement, estimated start and completion dates.

OTHER DUTIES

- a. The Facility Manager shall perform any other responsibilities as may be assigned by the EAA or COO.
- b. Infrequently, the Facility Manager shall be responsible for assisting with guest services, reception and mailroom duties when absences occur or as needed.
- c. Submitting expense reports for invoices as needed.
- d. At Christmas time, the Facility Manager is responsible for taking out all decorations, preparing Christmas trees, and decorating the outside of the building. The Facility Manager is also responsible for the storage of these decorations and taking them down in a timely manner after the holiday break.

QUALIFICATIONS AND DEMONSTRATED ABILITIES/SKILLS

- **Education & Experience:** One year of experience in a building trade such as carpentry, painting, masonry, electrical; or a combination of equivalent training, education, and experience that provides the required knowledge and abilities. Possession of a valid driver's license is
 - **Knowledge of:**
 - Materials, tools, methods and equipment used in a building trade
 - Repair methods and maintenance practices for structures, furnishings, and equipment
 - OSHA work safety practices, or willingness to be trained
 - How to work from plans and specifications
 - **Skills & Competencies:**
 - Commitment to the mission and values of the Free Methodist Church – USA.
 - Ability to prepare simple reports for management
 - Excellent verbal communication skills.
 - Excellent people skills demonstrated by ability to maintain a pleasant, gracious demeanor in all interactions.
 - Ability to manage multiple deadlines and work independently. Follow verbal and written instructions.
 - Proficiency in Microsoft 365 is preferred

PHYSICAL DEMANDS

This position requires frequent lifting/carrying of objects weighing up to 25 pounds and less frequently up to 50 pounds, and occasionally up to 100 pounds with assistance. Examples include the ability to: carry a 25-50 pound bag of salt, carry an extension ladder, etc. This position is also required to bend, crouch, reach, climb, walk and run. Examples include the ability to dig in the ground, kneel to spot clean carpet, bend, twist, and stretch while painting, climb up and down a ladder, walk on the roof of the building or uneven surfaces, and run to shut off water when a water line has ruptured.

Driving: This position is required to drive and operate vehicles and machinery. Examples include the ability to: drive a van, truck, and potentially a riding lawnmower.

WORK ENVIRONMENT

Some duties are performed under periodically disagreeable working conditions, including working outside, at times in inclement weather, and exposure to water, dust, dirt, grease, paint fumes, chemicals, and equipment noise and vibration.

Interested individuals should submit a resume and complete an online application at:
<https://freemethodist.wufoo.com/forms/r1a9iage0v81tcs/>.