

Facilities Manager *(Part Time)*

First Church is a diverse congregation with people from various religious backgrounds, races, socioeconomic levels, abilities and genders - we celebrate being an open and welcoming place for all of God's people. Our congregation includes individuals from the LGBTQ community who have been harmed by the church, others who have been disenfranchised from organized religion, families with neurodivergent children seeking safe space, as well as people who have been part of a church their entire lives. Therefore, any staff person must have an appreciation for the diversity of the congregation and an inclusive theology that should be reflected not only in their personal beliefs but in the way they speak and lead a ministry. Finally, the First Church staff works as a highly motivated, collaborative team, so anyone seeking employment must be a 'team player,' able to work well with others as well as be independently motivated.

The Facilities Manager oversees regular maintenance, grounds, and facilities of the church. They keep our contract services up to date and are a liaison between our staff and contract employees. They inspect and maintain electrical, plumbing, air conditioning, and landscaping on the premises. They collaborate with staff to schedule routine maintenance, plan new projects, and perform repairs. They assess the costs of maintaining workspaces, repairs, and help make recommendations for becoming more efficient.

This position is part-time, working no more than 19 hours a week. Regular hours are Monday through Thursday and Sunday mornings.

Accountability

This position reports to the Associate Pastor and Staff Parish Relations Committee

Job Requirements

Minimum of 5 years of maintenance experience

Commitment to First Church's mission statement and priorities

Unique Talents and Skills Preferred

Advanced mechanical skills and knowledge of plumbing, HVAC and other building systems, experience with grounds keeping and proficiency with repair work and tools, independently motivated, organized, dependable, able to prioritize work, detailed-oriented, effective problem solving, communicates well in writing and verbally, great interpersonal skills, ability to manage contracts and relates well with diverse groups of people, capable of lifting heavy equipment and comfortable standing or walking for long periods of time

Responsibilities:

- Maintains contracts and meets with specialists who service First Church such as HVAC, grease trap, fire extinguishers, electricians, plumbers, etc.
- Takes the lead in cleaning up spaces in the event of an emergency such as a flooding, clogged pipes, etc.

- Sets rooms as needed (this will require lifting stackable chairs, carrying and stacking large tables, and some heavy lifting)
- Purchases needed materials for building and lawn maintenance
- Submits receipts and expenses monthly
- Performs routine maintenance tasks such as changing light bulbs, filters, etc. and repairs minor damages
- Schedules routine inspections and emergency repairs with outside vendors
- Maintains day-to-day operations of facilities such as delegating or completing maintenance orders from both First Church Staff and the Early Learning Center
- Creates reports on maintenance, repairs, safety, and other occurrences for supervisors and other relevant staff
- Prepares facilities for changing weather conditions
- Collaborates with staff on budgeting for facility needs
- Maintains the lawn weekly with weed control, mowing, edging, and leaf blowing
- Maintains the grounds as needed by trimming shrubs and pressure washing
- Follows safety procedures while handling cleaning chemicals, climbing ladders, and operating equipment
- Adheres to company policies and regulations

Note: This is not an exhaustive list of responsibilities - other duties may be assigned as needed

Compensation

Pay is commensurate with experience ranging from \$15-\$20 an hour

Benefits eligible for non-exempt employees

Terms of Employment

A criminal background check and Safe Sanctuary check will be required

Two Professional References

Valid Driver's License

The probationary period will be six months

To apply, please send a cover letter and resume to Rev. Stephanie York Arnold at

Stephanie@firstchurchbhm.com