



Facilities Manager

DEPARTMENT: Campus Services
REPORTS TO: Church Administrator
FLSA STATUS: Exempt
EMPLOYEE STATUS: Full Time
WORK HOURS: Approximately 40 hours per week
SCHEDULE: Varies M-F; Every other Sunday, On-call for emergencies
APPROVED BY: Church Administrator

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

Summary & Purpose

The Facilities Manager will be dedicated and service-oriented, working with the Trustees to oversee the maintenance and operations of our church buildings and grounds. This role is essential to creating a welcoming, safe, and functional environment for worship, ministry activities, events, and community outreach. The ideal candidate will combine strong technical and organizational skills with a heart for service and stewardship.

Key Areas of Responsibility:

The requirements listed below are representative of the knowledge, skills and/or abilities required.

Maintenance & Operations:

- Lead or perform all day-to-day maintenance of the church campus, including HVAC, plumbing, electrical, lighting, and general repairs.
- Implement and manage preventive maintenance schedules to ensure building systems remain in top condition.
- Respond promptly to maintenance requests and emergency issues to minimize disruptions to ministry activities.
- Conduct regular inspections to proactively identify facility needs or safety concerns.

Facility Stewardship:

- Ensure that the physical environment reflects the mission of the church by maintaining clean, safe, and welcoming spaces.
- Oversee the preparation and reset of rooms for worship services, ministry programs, weddings, funerals, and community events.
- Partner with staff and ministry leaders to support facility needs for church programs and special events.

Vendor & Budget Management:

- Manage relationships with contractors and service providers for maintenance, landscaping, janitorial, and other building-related services.
- Solicit bids, negotiate contracts, and ensure high-quality work from all vendors.
- Track and manage the facilities budget, making wise stewardship decisions in alignment with the church's financial goals.

Safety & Compliance:

- Ensure the church complies with laws, local codes and safety standards, including fire, building, and health regulations.
- Maintain documentation of inspections, licenses, and safety records.
- Support the development and execution of emergency procedures and security protocols.

Team & Volunteer Leadership:

- Supervise custodial or maintenance staff, if applicable.
- Meet regularly with the Trustees.
- Coordinate facilities schedules with the Office Manager.
- Coordinate and equip facility-related teams, vendors, and volunteers for projects, setup/teardown, or church workdays.
- Foster a spirit of teamwork and service among the Trustees, campus services team members and volunteers.

Qualifications and Abilities:

- Ability to troubleshoot and perform basic repairs across multiple trades (electrical, plumbing, HVAC, carpentry, etc.).
- Ability to incorporate and troubleshoot basic information technology as related to facility systems and needs.
- Strong communication, organizational, and problem-solving abilities.
- Proficient in (or willing to learn) facilities management software and systems.
- Proficient in G-Suite, MS Office

Faith & Membership

- Maintain a lifestyle with sound Christian principles and those established by Grace.
- Must agree with the statement of faith and in alignment with the mission, vision, and values of Grace.
- Participate in the spiritual growth, development, care and support of other employees interacting with this position.
- The Facilities Manager will be a member in good standing at Grace Evangelical Free Church. If not a member when called by the Church, he/she will complete the process within three months of the date of hire or as soon as possible based on the membership class schedule.

Education and/or Experience

- Bachelor's degree in business or equivalent field of study.
- Proven experience (3-5+ years) in facilities or property management, with strong hands-on maintenance skills.
- Experience working in a church or nonprofit environment preferred.

Language Skills

Ability to process information well, edit documents accurately, and create instructional materials as needed.

Reasoning Ability

Advanced analytical skills, ability to brainstorm various problem-solving situations and communicate clear presentations from complex information.

Certificates, Licenses, Registration

Current State of California Driver's License

Working Conditions

- Physical demands include walking, standing, lifting up to 50 lbs., and occasional use of ladders or tools.
- Occasional evening or weekend work required to support church services and special events.

Administrator Approval

Printed Name

Signature

Date

Employee Acceptance

Printed Name

Signature

Date