



# Williamsburg Presbyterian Church

## Job Description

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### Facilities Manager

**Job Title:** Facilities Manager  
**Accountability:** Head of Staff and Facilities Ministry Moderator  
**Status:** Full Time; Exempt

#### **Vision**

I acknowledge that I am a part of a team at Williamsburg Presbyterian Church that is seeking Christ and sharing His love. I am an integral part of how that vision is projected through my attitude, my service and my daily tasks. In my relationship with my coworkers, members of WPC and other visitors, I commit to interact with them in a manner that reflects trust, caring, understanding, support and shared purpose.

#### **Overview**

The Facilities Manager is responsible for and takes part in the day-to-day building and property maintenance, cleanliness, appearance, and security of Williamsburg Presbyterian Church toward the goal of presenting a well-maintained environment conducive to the services and functions of the church. Supervises the work of the church custodian. Must be self-starter.

#### **Essential Duties and Responsibilities**

1. Building Maintenance:
  - a. Inspects building for maintenance and needed repairs. Completes small repairs on timely basis. Schedules and coordinates larger repairs, as needed.
  - b. Checks, maintains and schedules service for sump pumps, sprinklers, and elevator.
  - c. Checks HVAC and schedules maintenance with HVAC contractor.
  - d. Schedules, coordinates and records building and equipment inspections.
  - e. Maintains building record drawings, operating and maintenance manuals.
  - f. Maintains list of outside contractors and emergency contact information.
  - g. Coordinates with Facilities Ministry on all aspects of building maintenance.
  - h. Implements preventive maintenance and repair actions per the Capital Reserve plan.
  - i. Participates as a member of the Capital Reserve planning team.
  - j. Oversees the access control and security of the building.
  - k. Coordinates service of internet and computer systems with IT contractor.
2. Cleaning:
  - a. Participates in the weekly cleaning tasks to ensure facility cleanliness is maintained, including tasks associated with trash, floors, bathrooms, re-stocking, glass and surfaces.
  - b. Supervises the part-time custodian for scheduling, quality of and completion of cleaning tasks and other responsibilities.
  - c. Schedules deep cleaning of areas in rotation. (i.e. Floor wax and buff)
  - d. Inventories and orders cleaning/janitorial supplies and papergoods as needed for all ministries.
  - e. Ensures the kitchen is cleaned following usage and events.
3. Event Set-Up:
  - a. Reviews with Church Administrator event schedule and set-up requirements.
  - b. Coordinates room set-up and clean up, including AV equipment needs.
  - c. Provides for security and final closing for events involving building rental.
  - d. Sets up for columbarium services and assists with interment duties.
4. Grounds Maintenance and Mini-bus Usage:
  - a. Oversees maintenance of lawn, landscaping, parking, sidewalks and play area. Takes part to ensure entry areas, sidewalks and parking areas are ice-free in inclement weather, especially Sunday mornings.

- b. Maintains church-owned mini-bus to include inspection/registration renewals, repairs and regular maintenance.
  - c. Schedules mini-bus usage, familiarizes new users of bus operations, and inspects mini-bus upon return.
5. Administration:
- a. Attends monthly Facilities Ministry meetings.
  - b. Attends monthly Full Staff meetings.
  - c. Plans and supervises the work of the church custodian.
  - d. Assists in other duties as assigned by the Head of Staff and other church leadership.
  - e. Maintains the web calendar making sure it is up-to-date.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty and exhibit personal initiative, high personal standards and a commitment to people. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. **Education and Experience**

High School graduate and a minimum of five years related experience in facility maintenance. This includes the use of proper tooling for troubleshooting and minor repairs affecting the HVAC, electrical, plumbing, building envelope and fire alarm systems.

2. **Communication Skills**

Ability to write reports, business correspondence, and procedure manuals. Ability to effectively communicate orally and in writing to present information and respond to questions from church members and leadership, pastoral and program staff, and the general public.

3. **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must frequently lift and/or move up to 25 pounds and be able to lift and/or move up to 50 pounds.

4. **Flexibility and Performance Standards**

In order to satisfy the job requirements, the employee must maintain flexibility to appropriately react to changed circumstances and conditions affecting the church's facilities. Additionally, the employee must perform the job requirements with attention to detail, safety awareness and a focus on the job's full responsibilities rather than a list of specific assigned tasks.

5. **Sound Reasoning and Decision Making Skills**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

6. **Management Capability**

Ability to plan and organize Facility Manager responsibilities and the tasks of direct reports. Must be able to effectively manage people using a collegial and mutually supportive style and lead by example.

7. **Valid Virginia State Driver's License required.**

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this Job, the employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals and vibration. The noise level in the work environment is usually moderate.

**Application Deadline: February 11, 2019**