

Oxford United Methodist Church

Job Description

Facility Manager

Qualifications:

- Committed to Christ and His Church, with a love for people and a desire to serve in team ministry
- Able to work in cooperation with the Pastor, Staff, volunteers, and Board of Trustees to support Oxford's programs and goals.
- Experience in facility management including supervision of custodial staff, contract vendors and building use
- Has strong organizational and managerial skills

Purpose:

To manage the facilities of Oxford United Methodist Church, in support of the religious and educational programs of the congregation.

Responsibilities:

- Provides supervision of custodial staff
 - assures assigned duties are done properly
 - assures facilities are clutter free (inside and out)
- Responsible for supporting and advocating facility safety initiatives
 - Performs a weekly walk thru of the entire campus to cite necessary repairs for lights, doors, sinks, heating/air conditioning units, etc
 - Oversees all maintenance repairs
 - Performs scheduled inspections and maintenance as needed and/or required, for irrigation (yearly), backflow (yearly), fire extinguishers (yearly), riser room, outside vault, sanctuary sprinkler system, gymnasium fire inspection, etc.
- Responsible for coordinating quarterly exterminator service and yearly heating/air conditioning service
- Responsible for coordinating lawn and landscaper services, as needed to maintain professional curb appeal
- Responsible for classroom and event set up (tables, chairs, etc)
- Assists to coordinate the use of church facilities by church members and other not-for-profit organizations, including building usage contracts for long-term or one-time usage rentals, as appropriate
- Works closely with church staff to manage the calendar of events to assure no events conflict in time, place, or date
- Responsible for purchasing custodial and kitchen supplies
- Creates and maintains vendor database and cost-effective management of contract vendors

- Works closely with Board of Trustees to ensure reliable operation and proper maintenance of facilities and facility equipment
- Attends monthly Board of Trustees meetings and provide updates on activities
- Other appropriate duties as assigned by the Pastor and Staff Parish Relations Committee (SPRC)

Job Facts:

The Facility Manager is responsible to the Pastor and SPRC. This is a part-time position – minimum 5 and maximum 10 hours per week. Vacation and sick leave are given according to official church policy.

Revised and approved

May 5, 2019

Staff Pastor/Parish Relations Committee