

Facilities Manager
The Lutheran Church of Webster Gardens

Our Mission: To develop generous disciples who Know and Enjoy God in Worship,
Read and Reflect on Scripture,
and Serve and Share the Gospel.

PRIMARY OBJECTIVES:

The Facilities Manager supports the mission and vision of the congregation by leading, managing, and providing for activities, operations, and functions of the facilities and assets at the Webster Gardens campus. This position leads the development and management of the facilities staff and volunteer teams to ensure all campus areas are in excellent condition for the staff and community we serve, while maximizing the useful life and reliability of facility assets in a cost-efficient manner. The Facilities Manager develops and leads facilities project plans and budgets and works closely with church leadership to ensure that facilities meet on-going operational goals and objectives. This position reports to the Director of Operations.

RESPONSIBILITIES:

- Oversee and perform routine and scheduled maintenance inspections of buildings and equipment; keep appropriate logs and reports available for review; Identify and evaluate inspections for repairs or replacement needs and schedule preventive maintenance to mitigate problems
- Work side by side with custodial staff doing maintenance/custodial/janitorial work activities and projects; Perform daily maintenance, room setups and tear downs, and project work; Coordinate and direct custodial schedules; Prepare developmental work plans for custodial staff, measuring performance and providing corrective action when needed; Recruit and hire paid staff, approved by Personnel Committee, as needed.
- Ensure that activities and projects are completed within the scope, schedule, and budget; Utilize technology to manage work and identify trends and risks
- Recruit volunteer help for facilities projects from congregation whenever possible; Coordinate and direct volunteer schedules; Recruit Properties Leaders and ongoing volunteer teams to support ministry efforts.
- Serve as primary leader for the Properties ministry; Shape the vision, mission and key performance measures; Develop and implement campus facility goals, policies, and priorities for assigned functional areas; Develop and oversee the Properties annual budget and provide recommendations for future needs.
- Utilize performance metrics to monitor and troubleshoot campus equipment or systems; Perform minor repairs where possible and/or coordinate outside contracting activity when needed
- Employ proactive and sometimes rapid decision-making skills to directly manage and resolve issues efficiently and weigh appropriate use/coordination of outside contractors.
- Negotiate and communicate with outside vendors for supplies, equipment, regular maintenance or repairs-obtaining estimates/quotes for services, materials, and equipment; Stock appropriate building supplies for ongoing operations; Exert independent judgment toward purchasing decisions and contracting of services.
- Keep buildings and equipment/tools in a neat, orderly and safe condition. Ensure that safety policies and procedures are properly documented & followed.
- Maintain supportive working relationships with staff, ministry partners, and volunteers through close collaboration and proactive communication.
- Perform any other duties as needed.

MINIMUM QUALIFICATIONS:

Candidate background should include at least 5+ years of facility maintenance and management, construction management, or closely related field; direct experience performing maintenance/custodial/janitorial duties coupled with responsibilities to lead and analyze maintenance performance, manage projects, and supervise other custodial staff preferred. We are looking for an individual who can be both an individual contributor and a manager, motivator, and team player, has mechanical aptitude and knowledge, is a continual learner, and has a heart for God and people.

Required Knowledge, Skills and Abilities:

- Extensive knowledge of materials, practices, and safe use of tools in preventive and corrective maintenance of buildings and equipment- including inspection/troubleshooting, repair, renovation, and light duty construction. Areas of familiarity include HVAC, painting, electrical, and plumbing.
- Partnering and problem solving with others, both internally and externally.
- Strong attention to detail is needed to ensure quality control standards are met and efficiencies are obtained with ongoing maintenance, cleanliness, and safety objectives.
- Strong communication skills- including the ability to negotiate with contractors and vendors and provide or obtain clear information, respond to inquiries and issues with effective oral and written communication, and interpret and administer policies and procedures sufficient to discuss and explain them to staff and other partners.
- Ability to analyze and solve complex maintenance problems, either independently or in conjunction with contracted tradespersons, utilizing modern office procedures, methods, and equipment including computers and computer applications, to compile and organize facility data and identify alternative solutions.
- Comfortable in relying on experience and judgment to plan/accomplish a broad array of maintenance tasks with competing demands and flexibility to work effectively under pressure, meet deadlines, and adjust to changing priorities.
- Strong leadership and interpersonal skills including a customer-oriented disposition - continually maintaining a positive and proactive attitude to build collaborative teams and maintain effective working relationships with staff, ministry partners, volunteers, and church guests.

Preferred Knowledge:

- Operational services and activities of a facilities division, understanding how to perform daily custodial duties along with implementation and oversight responsibilities for maintenance and professional and technical knowledge of principles and practices related to facilities management.
- Building construction with familiarity of maintenance principles and practices and mechanical, electrical, plumbing and specialty trades.
- Project management techniques and principles including program development and administration.
- Performance measurement and analysis techniques.
- Principles of financial management expenditure tracking and variance identification.
- Contract and procurement strategies and negotiating skills.

Working Conditions

- **Functional:** Tasks often conducted parallel to other projects. Responsibilities typically managed individually with little to no supervision; however, duties frequently require close collaboration with other staff/ministry partners, custodial team members, and volunteers. Frequent interruptions and unexpected stresses requiring timely attention. Reliability and flexibility in work schedule - including being available to open or close facilities, work extended shifts, be available during occasional weekends/holiday periods, and be accessible for weather-related emergency calls and response during off-duty hours.
- **Environmental:** Duties are conducted in both indoor and outdoor environments, sometimes in temperature extremes or adverse weather conditions, with frequent travel around the property. Regular exposure to noise, dust, grease, odors, chemical, mechanical and electrical hazards.
- **Physical :** Primary tasks require sufficient physical ability and mobility to walk and stand for prolonged periods of time on smooth, slippery, or uneven surfaces, from ladders, in confined mechanical spaces, and sometimes with arms overhead. Frequent bending, squatting, crawling, kneeling, stooping, crouching, climbing, reaching, twisting, grasping, and repetitive hand movement. Frequent lifting, moving, stacking, and storing of tools, equipment, supplies, and materials. Occasional pushing, pulling, and/or positioning tools/equipment of moderate to heavy weight; frequent lifting and/or carrying of light loads; occasional lifting/placement of loads weighing up to 50 pounds at shoulder height.