

## **Carlisle United Methodist Church Facilities Manager**

The mission of Carlisle United Methodist Church (CUMC) is inviting all to become disciples of Jesus Christ serving Carlisle and beyond. The job of the Facilities Manager is vital to this mission and the ministry of CUMC. The buildings and grounds of CUMC need to be looked after and maintained to ensure not only that they are habitable and functional, but clean and welcoming. The Facilities Manager maintains, or supervises the maintenance of the facilities owned by CUMC and ensures that the facilities are in an orderly and clean condition and are in a good state of repair in order that our facilities will be ready for the weekly worship services, special services, events and meetings.

### **Qualifications:**

The Facilities Manager must possess good people management skills and physically be able to perform the duties and responsibilities of the position. A working knowledge of general maintenance, housekeeping procedures and public health and safety measures are necessary. The Facilities Manager must also be able to operate appropriate equipment correctly and safely. A cooperative attitude and interpersonal communication skills are required. The Facilities Manager must be in support of the mission of the church, and flexible in accommodating to the schedules of the program and administrative ministries of CUMC. The Facilities Manager must have a high school degree or GED; some janitorial and/or maintenance experience; ability to organize work assignments and carry out tasks with minimal supervision; and complete all assigned tasks in a reasonable period of time. Some carpentry, electrical, plumbing experience and computer skills are necessary.

### **Physical Requirements:**

- ◆ Frequently lifts, carries or otherwise moves and positions objects weighing up to 50 lbs.
- ◆ Frequently bends knees and crouches.
- ◆ Frequently climbs ladders occasionally climbing above 10 feet.
- ◆ Continuous walking, standing and moving about.
- ◆ Repetitive movement of arms, hands.
- ◆ Exposure to adverse weather conditions, hazardous chemicals, odors, dirt and dust.
- ◆ Sit for extended periods of time at a desk using a computer and telephone.

\*This list is meant to inform regarding the physical requirements of the work of maintaining our facilities, it is not intended that the Facilities Manager be able to do all on this list.

### **Duties and Responsibilities:**

1. Administrative:
  - a. Effectively manage all cleaning and maintenance staff and volunteers
  - b. Recruit, train, and assign volunteers to help with projects and maintenance of the CUMC properties.
  - c. Meet Daily with Lead Pastor.
  - d. Attend Staff Meetings.

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- e. Maintain Daily Written Routine for Facilities Manager, Assistant Facilities Manager, Custodians, Security Personnel and Standard Operating Procedures for Facilities Operations.
  - f. Meet as needed with the Facilities Liaison for the Leadership Council.
  - g. With the Facilities Liaison for the Leadership Council, prepare the annual Facilities Budget.
  - h. Review and approve all bills related to operation and maintenance of CUMC facilities.
  - i. Maintain record of all expenditures related to the operation and maintenance of CUMC facilities.
  - j. Keep track of hours and prepare time sheets for payment of the Assistant Facilities Manager, custodial and security personnel.
  - k. Issue Staff and Limited Mobility Parking Passes.
  - l. Address parking Issues.
  - m. Schedule use of church vans.
  - n. Maintain list of authorized church van drivers.
  - o. Schedule and conduct driver training for CUMC members authorized by the leadership council to drive church vans.
  - p. Control and issue church van keys.
  - q. Coordinate maintenance, inspections and registration for the church vans and trailers.
  - r. Order cleaning supplies and restroom paper products as needed
  - s. Maintain control of church keys including issue of keys and maintaining key control records.
  - t. Maintain control of church property.
  - u. Make daily checks of the security cameras to ensure they are working properly.
  - v. Maintain record of Incident Reports.
  - w. Coordinate with companies who provide regular maintenance services for CUMC facilities and equipment including, HVAC, Elevator, Pest Control, Kitchen Equipment, Emergency Lighting, Carpet Cleaning, Fire Alarm, Snow Removal, Trash Removal, Security Cameras and Panic FOB's.
  - x. Recruit volunteers for special and routine projects.
  - y. Communicate regularly with all staff members and participating in regular meetings to coordinate schedules and assure readiness of the facility for all activities.
  - z. Know the location of all fire extinguishers and AED equipment and the procedures for their use. Make certain annual inspections are completed.
2. Maintenance:
- a. Repair broken fixtures and equipment.
  - b. Monitor rodent and insect exterminations.
  - c. Be familiar with the operation and upkeep of the HVAC systems so proper temperatures can be maintained and malfunctions can be identified and reported.
  - d. Be familiar with the location of all breaker boxes

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- e. Perform preventive maintenance activities on a weekly, monthly, quarterly or annual basis to reduce wear and tear or breakdown of systems.
  - f. Assess system breakdowns and determining the kind of repairs that are required.
  - g. Complete in-house system repairs when possible.
  - h. Schedule outside contractors, when necessary, to meet on site and review system failures, request estimates, authorize and oversee repairs.
  - i. Weekly inspect all interior and exterior light fixtures throughout the church buildings and replace burnt-out bulbs as necessary.
  - j. Complete minor repairs and maintenance of all plumbing systems
  - k. Perform minor carpentry, painting, and masonry work to maintain the interior and exterior of the church.
  - l. At least monthly, clean out and flush all parking lot storm water strip drains and drop inlets to ensure proper operation.
  - m. At least quarterly, inspect the entire roof area of the church facility to clear roof scuppers and drain inlets of leaves and other debris to ensure proper operation.
3. Custodial:
- a. Supervise cleaning by custodial personnel
  - b. Ensure that all hallways, stairways and rooms are clear of clutter and trash.
  - c. Keep sidewalks, walkways and grounds clear and free from trash/debris.
  - d. Keep area in front of control panels, electrical panels and other equipment free of accumulated items.
  - e. Clean and wax hallways.
  - f. Perform preventative maintenance on custodial equipment (vacuums, buffers, floor scrubbers etc.)
4. Church Events:
- a. Be present on Sunday mornings to resolve routine and emergency maintenance issues in order to prevent interruptions in Sunday worship and other Sunday activities.
  - b. Be present or schedule custodial staff to be present during Christmas and Easter worship services to resolve routine and emergency maintenance issues in order to prevent interruptions in services. This includes Silent Night Service, all Christmas Eve Services, all Holy Week Services and Easter Sunday Services.
  - c. Check the church calendar for the schedule of building use events and activities and prepare accordingly.
  - d. Plan accordingly for rooms in use that will require heat or cooling and unlocking.
  - e. Be knowledgeable of special events such as weddings, funerals, receptions and banquets and be responsible for set up and tear down for these events or coordinate with those who will be doing such work.
5. Supervisory Responsibilities: Direct and supervise the Assistant Facilities Manager, Custodians, Security Personnel and Facilities Volunteers.
6. Other Duties: This list of responsibilities is not to be considered all-inclusive. Additional responsibilities may be assigned or current responsibilities modified by the Lead Pastor in consultation with the Leadership Council.

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The Facilities Manager shall perform the above responsibilities under the direction and supervision of the Lead Pastor and the Leadership Council. Questions or problems related to the job should first be discussed with the Lead Pastor.

The Facilities Manager shall work in cooperation with pastor(s), staff, Leadership Council, church members and volunteers.

The Facilities Manager shall maintain the moral and ethical standards of the Christian faith and the United Methodist Church on the job and outside the workplace as an employee and representative of our church.

The Facilities manager shall be evaluated annually by the Lead Pastor with review by a representative of the Leadership Council.

This is a part-time position (25 hours per week).

Salary/Rate shall be \_\_\_\_\_ for the year of \_\_\_\_\_, beginning \_\_\_\_\_ and ending \_\_\_\_\_.

Signed by Employee: \_\_\_\_\_ Date \_\_\_\_\_

Signed by Lead Pastor: \_\_\_\_\_ Date \_\_\_\_\_

Signed by Personnel Liaison  
Leadership Council: \_\_\_\_\_ Date \_\_\_\_\_

*\*It is important that all matters of church and pastoral concerns be kept in the strictest of confidence. Any breach of confidentiality will be considered cause for immediate termination.*

02/01/2018