

# **Facilities Manager**

## **First Rowlett United Methodist Church**

### **Summary**

This part-time position manages the day to day facilities operations and maintenance of the church and campus. The Facilities Manager reports to the Senior Pastor and is responsible for the maintenance, service, and security of the building and grounds to ensure that they meet the needs of the organization, congregation and staff of First Rowlett United Methodist Church and Wesleyan Christian Academy.

### **General Responsibilities:**

- Performing basic work to maintain church property and buildings. Examples of tasks may include:
  - Routine HVAC system preventative maintenance work.
  - Maintaining of light fixtures by replacing lamps, ballasts and covers as needed.
  - Transporting and empty trash and recycling containers as necessary.
  - Basic repairs and preventative maintenance such as carpet cleaning, painting, etc.
- Oversee and manage the contracts and providers for services including fire protection, mechanical, janitorial, and landscaping.
- Solicit bids for various contracts including painting, plumbing, exterminating, flooring and others deemed as necessary.
- Maintaining local code regulations and licenses for fire protection, water supply and elevator systems.
- Ensure facilities and buildings are in compliance with local and other federal guidelines and safety regulations.
- Help provide list of tasks for volunteers, coordinated through trustees.

### **Competencies**

- Methods and principles of general building maintenance
- Basic principles of carpentry, plumbing, painting, and electrical work
- Basic knowledge of computer network and networked devices
- Ability to perform preventative maintenance services
- Operate a variety of hand and power equipment in a safe and effective manner
- Work independently in the absence of supervision
- Understand and follow oral and written instructions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

### **Required Education and Experience**

- High School Diploma
- Experience is key for the facilities managers job. Facilities managers will have to demonstrate managerial experience and abilities, as well as knowledge of building up-keep, purchasing, supplies, groundskeeping, and equipment repair.

Inquires or resume can be sent to: [vicki.cox@firstrowlett.org](mailto:vicki.cox@firstrowlett.org)