

NorthPark Presbyterian Church
Position Description
Facility Manager

Purpose: To ensure that church buildings, grounds, and equipment are ready to support the mission of the congregation.

Accountability: Reports to the Pastor and collaborates effectively with the Building and Grounds (B&G) and Stewardship and Administration (S&A) Committees, and with program groups using the campus.

Employment Classification and Hours: The position is full-time, exempt. Usual workdays are Sunday (7 am – 1 pm) and Monday – Thursday (8:30 am – 4:30 pm). Committee meetings, special events, or building emergencies may require occasional attendance after hours or on other days of the week.

Primary Duties and Responsibilities:

- Ensure church facilities are open and prepared for the life and missions of the congregation.
- Administer building security, controlling access keys and codes, managing security system, and responding to activated security alarms when called.
- Maintain schedule of required and prudent regular maintenance projects, routine vendor activities, and inspections, making building users aware of planned activities that may impact their programs.
- At the direction of the B&G Committee, coordinate planning tasks for larger projects, i.e., defining scope of work, identifying vendors, obtaining and evaluating bids, gaining funding approval, and awarding contracts.
- Coordinate with authorized Day School staff to provide agreed services, keeping records of time spent and activities performed.
- Manage outside vendors, such as janitorial, landscape and irrigation services, and contractors for repairs and deferred maintenance.
- Coordinate and maintain calendar of building use; schedule climate control and ensure required supplies, equipment and room set-ups are in place.
- Routinely monitor campus systems and components for proper conditions and operations; maintain Manual of Building Operations, including emergency response plans.
- Maintain records of expenditures to satisfy accounting controls and to coordinate development of annual property operations and maintenance budget.
- Perform other duties as assigned.

This description is not intended to list in detail the multitude of tasks that are assigned, but rather to give the individual a general sense of the responsibilities and expectations of the position. Essential functions may change as the nature of business demands change.

Knowledge, Skills and Abilities:

- Acquired education and practical experience in all aspects of property management appropriate to a 50,000+ square foot church or school on a 6-acre campus.
- Practical knowledge of mechanical, HVAC, and technological systems in low-rise commercial buildings and of support for physical and technology equipment and services used in religious and educational programming.
- Thorough knowledge of fire and other code requirements, maintenance planning, and managing property budgets and expenses.
- Knowledgeable of building security systems, methods, and programming.
- Personable, proactive and able to work with diverse groups.
- Good written and spoken communication skills.
- Working experience with Microsoft Word and Excel.
- Ability to work at interior heights up to 15' and to lift and carry 40 pounds without assistance.
- Must maintain a valid drivers' license.