



Facility Manager – Position Description

Position Title: Facility Manager

Supervising: Maintenance Technicians, Facility Assistants, Custodians

Purpose of the Position: The Facility Manager leads maintenance and facilities teams in the daily, hands-on maintenance and operation of the church facility.

ONGOING RESPONSIBILITIES:

PERSONNEL MANAGEMENT AND DEVELOPMENT:

1. Model a team culture of grace and excellence.
2. Demonstrate safety, effectiveness, personal responsibility, and coach staff accordingly.
3. Conduct reviews with direct reports and set realistic and challenging objectives.

FACILITIES:

1. Supervise and work alongside Custodial & Facility Team to make sure rooms and common areas are clean, set up properly, and ready for their intended use.
2. Assess when outside vendors are required for more thorough cleaning.
3. Use existing calendar systems to ensure rooms are set up proactively.
4. Conduct a weekly survey of the property assessing custodial performance.
5. Work with Facility Director to manage HVAC & calendar systems.

SECURITY:

1. Work with Facility Director to provide a secure environment. Model and enforce security policies.
2. Occasionally provide support for weekend events.
3. Maintenance and vendor relationships for all life, safety, and security equipment.

MAINTENANCE & PROJECTS:

1. Responsible for leadership of Maintenance Technicians/contractors and execution of maintenance strategies.
2. Schedule and complete all inspections and certifications prior to their expiration.
3. Contract for outside maintenance as required and oversee their work.
4. Maintain systems to schedule and track preventative maintenance and work requests.
5. Oversee execution of special projects as assigned by the Facility Director.

OCCASIONAL RESPONSIBILITIES:

1. Manage & submit budget for Facilities in a timely manner with the Facility Director.
2. Maintain relationships with suppliers and vendors. Take bids and negotiate contracts.

QUALIFICATIONS:

- Believer who can share the Gospel. In agreement with the statement of faith, of Fellowship Dallas. Willing to consider covenant membership at Fellowship.
- Able to be onsite as required for the role with the ability to comp time.
- College degree or equivalent related experience.
- Experience with commercial HVAC, electrical, plumbing, landscaping, or construction is beneficial. Otherwise, willing to learn as necessary.
- Experience supervising people and modeling servant leadership.
- Excellent communication skills, both oral and written.
- Proficiency in Office & use of internet. Ability to learn commercial software programs.
- Ability to understand complex technical issues and explain them to others.
- Ability to develop professional relationships with diverse team members.

Compensation:

- Full time, salaried, exempt.
- Flexible scheduling and comp time available. Remote work as possible and agreed upon.
- Comprehensive health benefits.
- Laptop. Cell phone stipend.
- Tool and equipment budget.