

Facility Manager

Role	Ensures that all buildings and grounds are safe, clean, operational, and welcoming.	
Status	Full-time; Sunday through Thursday	
Requirements	Skills	<ul style="list-style-type: none"> Project management Team leadership Solution-side thinking Understanding of technical & mechanical systems Excels with time and task management Eye for detail/hospitality
	Experience	Building maintenance, property management or other mechanical experience preferred
	Education	College degree preferred; Trade or Technical school graduate also considered
	Gifts	Administration, leadership, service, hospitality
Responsibilities	Maintenance and building inspection (50%)	<ul style="list-style-type: none"> Inspect the facilities, grounds, and equipment for necessary updates and repairs. Create/implement PM, supply, cleaning, room setup workflows and schedules. Oversee/utilize automated systems including building management system, security/alarm, door access, HVAC, lighting, etc.
	Team/volunteer management (30%)	Lead/manage facilities team and volunteers to create a safe, clean, welcoming environment inside and out.
	Project/Construction Management (20%)	Contract/bid large projects as required to accommodate ministry expansion/change in use
Relationships	<ul style="list-style-type: none"> Reports to Operations Director, Chris Rose Serves as an active member of Fellowship Alliance Chapel and the Staff Team Oversees Facilities Team (5 members) 	

The purpose of this job description is to provide a representative summary of the major duties and responsibilities performed by the employee holding this position. Employees may be required to perform job-related tasks, within their abilities, other than those specifically presented in this document.