

Facilities Maintenance Manager Position Description

SUMMARY

The Facilities Maintenance Manager provides full custodial and caretaking service to the church.

FBCPC VISION & VALUES

Our mission is to bring HOPE to Palm Coast by Helping the Family to Succeed, Opening Hearts to God Daily, Practically Serving Others and Equipping the Next Generation. Our goal is to provide an excellent spiritual environment which reaches the lost with the gospel and equips believers to think and act in accord with the Bible's teachings.

GIFTS

- Serving
- Administration/Planning
- Ability to Supervise Others

QUALIFICATIONS

- An ever growing personal relationship with Jesus Christ
- Preferably 2 years experience in custodial / maintenance work.
- Self-starter, can act with low supervision.
- Able to lead custodial staff effectively.
- Able to plan and schedule the weekly work.
- Dependable & flexible, able to be on-call and present for needs that arise.

DUTIES & RESPONSIBILITIES

1. Oversee the cleaning, vacuuming, disinfecting and dusting of the facility in support of all church functions. Includes trash removal, etc...
2. Arrange for facility and equipment repairs, maintenance and upgrades accomplished by outside contractors and vendors.
3. Maintain an inventory of cleaning and building supplies. Procure and replenish supplies when necessary.
4. Ensure security of the church plant by looking after church's fire and security systems and

the locking and unlocking of the church for regular and special meetings, including weddings and funerals.

5. Manages environmental systems, such as, heating and air conditioning and irrigation system, and, as well, the lighting system.
6. Schedules and provides leadership direction to Facility Maintenance Team Members.
7. In the absence of the Facility Maintenance team members, assumes the duties of that position temporarily.
8. With the Building & Grounds Committee, prepares and maintains the Grounds & Upkeep, Building Maintenance, Equipment Maintenance and Custodial Supplies budgets.
9. Other duties as assigned by the Pastor or Business Manager.