Facility Manager

**Job Description**

**Purpose:** To serve the church by managing the larger facility projects of the church buildings and grounds and managing vendor relationships on behalf of the church.

**Accountability:** The Facilities Manager shall be directly responsible to the Director of Finance and Operations, who works in conjunction with the Staff and Property Committees.

**Primary Duties and Responsibilities:**

1. Meet and direct all outside contractors/vendors related to the physical plant and grounds of the facility. Ensures that the scope of work in the following areas is effectively defined, contracted, and executed within approved project budgets.

* 1. Grounds and Landscaping
  2. HVAC
  3. Boilers
  4. Utilities
  5. Elevator
  6. Electrical
  7. Plumbing
  8. Code & Fire Inspections
  9. Building Security systems
  10. Off-Duty Police Presence
  11. IT Support Vendor
  12. Phone System
  13. Vending Machines
  14. Building supplies

1. Serve as liaison to the Church staff and the Day School on larger facility projects while ensuring that the buildings, equipment, and grounds are well-maintained and safe.
2. Work with the Hospitality Lead (General Maintenance) and team to help ensure all church buildings, equipment, and grounds are in good working order and well-maintained.
3. Serve as staff liaison by working with the Property Committee in preparing monthly meeting agendas, managing the property budget, including setting the priority, scope, and construction budget of projects, obtaining, and evaluating bids primarily through a 3-bid RFP process, implementing contracts, monitoring timelines and projects to completion, and providing final reports.
4. In conjunction with the Property Committee, prepare 3–5-year plans for equipment and facility upgrades
5. Maintain a schedule of required and regular maintenance projects, routine vendor activities, and inspections while informing building users of planned activities that may impact their programs.
6. In collaboration with the rest of the Finance and Operations staff:
   1. Monitor and govern PHPC’s IT system to ensure it is always available and reliably functioning.
   2. Manage the IT budget and costs
   3. Control system and network security
   4. Implement new software, hardware, and data systems (as needed)
   5. Serve as initial help desk support and serve as point person for our IT technical support
7. In collaboration with the Finance and HR Coordinator, monitor the physical condition of all office equipment to ensure proper maintenance and replacement.
8. Under the guidance of the Director of Finance and Operations, coordinate all property purchases, dispositions, and financing.
9. Ensure Hospitality Lead (and possibly Hospitality Team members) are cross-trained on running systems of the church, including HVAC and Security.
10. Serve as initial help desk support for phone lines and serve as point person to our Phone System company.
11. Update and maintain PHPC’s Emergency Management Plan; Ensure all necessary training around emergencies is offered and attended by appropriate staff. Coordinate Active Shooter training with Church Staff and Congregation.
12. Administer building security, controlling access keys and codes, managing the security system, and responding to activated security alarms when called.

**Additional Responsibilities:**

1. Maintain office hours as directed by the Director of Finance and Operations. This includes attending weekly staff meetings, planning meetings, special events, and after-normal-hours committee meetings and events.
2. Attend monthly PHPC Property Committee meetings.
3. Perform other requests made by the Director of Finance and Operations.

*The above-noted position description is not intended to describe in detail the assigned tasks but rather to give the individual a general sense of the responsibilities and expectations of this position. Essential functions will change as the nature of ministry demands change.*

**Skills, Knowledge, and Abilities:**

* **Serves the Goals of the Church**: Works to accomplish the overall goals of the church within the scope of my position.
* **Communication/Hospitality**: Communicates effectively and professionally (both verbally and written) with all members, guests, and staff. Their presence generates a sense of hospitality; communicates a sense of availability, warmth, openness, and approachability.
* **Interpersonal Skills:** Establishes good working relationships; works well with people at all levels; considers the impact of their actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
* Minimum 5-10 years of combined secondary and facilities management experience. Proven track record of project management from planning to successful execution
* Proficiency with Microsoft Outlook, Word, Excel, and PowerPoint
* Experience preparing RFPs in a 3-bid system
* Hands-on experience with HVAC, boilers, electrical, plumbing, utilities, and local government entities
* Ability to perform or direct simple computer workstation installations
* Basic working knowledge of meeting room Audio/Visual equipment
* Experience with HVAC and other control systems as well as facility maintenance scheduling software desirable
* Mechanical/Electrical engineering experience a plus
* Boom and scissor lift certified a plus

**Physical Requirements:**

* Able to stand, walk, bend, stoop, crawl, kneel, push, pull, reach, lift, and carry objects
* Must be able to lift 50 lbs. and climb a 30 ft. ladder

**Required Schedule:** The work week usually is Monday through Friday. On some weekends and after regular business hours, work will be required.

**Annual Performance Review**: The Director of Finance and Operations will review the performance of the Facility Manager, at least annually, in accordance with procedures established by the Staff and Property Committees.

**Personal Attributes:**

* Highest level of Integrity
* Honesty
* Mindset of Constant Learning
* Searches for ongoing operational improvements
* Collegial work effort
* Ability to admit when wrong
* Ability to ask for help
* Self-starter
* Holds self and others accountable in a positive fashion

**PHPC Staff’s Core Values:**

* **We are networkers for people’s good**
* **We Invest in one another**
* **We are growth-oriented, self-starters**
* **We create spaces for belonging**
* **We strive for excellence, not perfection**

For more information, please get in touch with Michael Martinez at mmartinez@phpc.org.