

Berachah Facilities Manager

Full job description

Pay: Salary

Supervisor: Executive Pastor

Position Summary: To serve as the overall coordinator for all Berachah Church's facilities and property operations in support of church ministry activities. Duties include the safe and effective operation and maintenance of equipment systems, interior and exterior maintenance and oversight of service contracts and service contractors associated with the operation and maintenance of Berachah Church properties. Candidate should be able to manage hired maintenance, janitorial support, and volunteer help as needed, with wisdom and professional integrity.

About Berachah:

At Berachah we say, "we are one church with 2 locations and growing". Berachah currently has 2 physical locations, which include our Johns Rd. & Trenton Franklin Rd. locations. At our Johns Road location, Berachah also houses the Compassion City Center which is a separate non-profit organization occupied by several community partners and hosts various community events. Between these two locations there is approximately 97,000 sq. ft. of building and 70 acres of land.

Education and Experience:

- Education: Prior job experience that pertain to the requirements listed in this job description. Any HVAC or Electrical Certifications are a plus.
- Experience: One or more years of supervisory experience. Previous maintenance experience is a requirement.

Qualifications & Skills:

- Basic knowledge of building operation and maintenance requirements.
- Basic understanding of carpentry, plumbing, electrical, etc.
- Strong organizational skills.
- Basic computer skills.
- Initiating leader (self-starter) who can effectively delegate and manage responsibilities.

- Able to represent Berachah in a manner consistent with its purpose, values and mission.
- Demonstrate discretion and confidentiality in all matters related to Berachah members and business.
- Strong communication and interpersonal skills including the ability to work with volunteers and external contacts with tact and courtesy.
- Must be able to lift and move 50lbs. and comfortable with standard hand tools.
- Must be able to climb stairs and ladders.

Facilities Organization Responsibilities:

- Responsible for Berachah maintenance, repairs, and upkeep.
- Responsible for overall cleanliness and professional appearance of Berachah Church and C3 (Compassion City Center).
- Responsible for overseeing the settings on all environmental (HVAC), lighting, security and alarm systems. Provides basic system upkeep including filter changes, thermostat and timer settings.
- Coordinates and oversees all outside maintenance, repair and project contractors as required. Monitors budgets and schedules for outside contractors. Keeps list of preferred contractors.
- Provides basic hands-on maintenance services, such as touch-up painting, lighting replacement, minor plumbing, and carpentry repairs, etc.
- Works with volunteers on projects.
- Tear-down and Set-up for church events... this will require working alternate hours depending on the event requirements.
- Responds to any emergency situations including plumbing, systems, structural or other damages that may limit use of certain areas of the buildings.
- Updates lists of materials and supplies to be ordered and inventoried, with inputs from users. Coordinate with church administrators to follow purchasing budgets.
- Ensures that prior scheduled events rooms are clean and properly set up; and after such events ensures the rooms are clean and in order.
- Works with church staff to provide for any special requests associated with special events such as weddings, receptions, funerals, etc.
- Provides support to ministry staff and volunteers, as needed, especially on VBS and holiday events (e.g., set up & take down).

- Oversees the construction and installation of interior and exterior of building and grounds.
- Support all regulatory and insurance inspections including fire, health, elevator inspections, etc.
- Safeguards and organizes all documentation for buildings and systems, including architectural drawings and maintenance manuals.
- Knowledge of church, and C3 opening and closing schedules.
- Regular inspections of the entire property according to checklists.
- Must have a mobile phone and a valid driver's license.
- Other duties as needed.

Management and Supervision:

- The Facilities Manager serves under the supervision of the Executive Pastor, who provides guidance and is responsible for performance evaluation.
- The Facilities Manager will supervise and scheduling of all maintenance technicians and staff employed at the church.
- Manages contracts for church and C3 facilities maintenance including, but not limited to, housekeeping, waste management, grounds keeping, HVAC and snow removal contracts.
- Assists staff with budget planning and execution of facilities-related improvements, construction, maintenance, and repair expenses.

Hours of Work:

Weekly hours are estimated to be 35- 50 hours/week. While the position has flexible hours, there may be occasional special events where availability is needed. There is no work at home option.

Paid holidays and Vacation

Health Insurance can be negotiated

How to Apply:

Please email cover letter and resume to Contact@placeofblessing.com

Three professional references will be required at an interview.

Background check is required.