

MINISTRY DESCRIPTION

Dalton Facilities Manager

25–30 Hours per Week

Living Water is committed to making disciples and building the Kingdom of God as Jesus commanded. Our vision, values and strategy set a framework which guides us in how we will accomplish this work. The primary job of each staff member is to work as a team to create an environment in which the Holy Spirit can speak and lead us forward in becoming the church He wants us to become.

LW Staff Expectations

- Live in step with Living Water's values
- Work in team – do nothing solo, but in conjunction with others
- Function in biblical community by listening, learning and speaking the truth from our individual perspectives
- Serve with all your heart always working toward the overall benefit of the church

Job Qualifications

- Skills - Experience in custodial, maintenance and light construction is needed. Must be able to develop and coordinate volunteers to share the workload. Must possess the ability to work independently. Must be flexible to accommodate an ever-changing environment and facility schedule. Must have basic computer skills such as word processing, e-mail, and internet usage. Effective at interpersonal communication and building trust through relationships. Ability to provide mentorship to other facilities managers across campuses.
- Physical demands – Lifting up to 75 lbs. Ability to do extensive standing, bending, reaching, twisting, and gripping. Knowledgeable in the operation of large maintenance equipment and other equipment as required by specific tasks. Must also be able to use various ladders and lifts in a safe manner.

JOB RESPONSIBILITIES

1. Schedule & Secure the Facility

- Work in conjunction with facility rental and ministry staff to make sure all events and facility usage are scheduled, set up, resourced, secured, and cleaned up.
- Coordinate room setups and return rooms and furniture to their standard arrangement following events.
- Maintain flexibility to adjust the work schedule for special events, ministry needs, and unforeseen circumstances.

2. Maintain the Dalton Facility

- Perform and/or coordinate all aspects of maintaining a clean, tidy, and sanitary facility, including sweeping, mopping, vacuuming, floor care, trash and recycling removal, dusting, windows, walls, drinking fountains, ministry spaces, offices, and restrooms.
- Assure paper towels, tissue, soap, sanitizer, cleaning products, and other regularly used facility items are stocked.
- Maintain an adequate inventory of necessary facility and cleaning supplies.

- Maintain and troubleshoot structural, electrical, plumbing, heating, cooling, and other building systems.
- Perform facility improvements and repairs when capable; utilize qualified outside contractors when necessary.
- Monitor and address insects and pests that could lead to an unsanitary environment.
- Maintain the external appearance and function of the Dalton Campus, including flowerbeds, signage, parking lots, sidewalks, picnic tables, benches, pavilion, and outdoor lighting.
- Work with Living Water staff on special requests such as stage design, construction projects, props, and facility-related ministry projects.

3. Facility Planning & Project Coordination

- Conduct regular facility walkthroughs and identify preventive maintenance, repair, and improvement priorities.
- Coordinate contractors, vendors, estimates, and facility projects in conjunction with the Director of Operations.
- Communicate significant repair, replacement, safety, and capital needs to the Director of Operations.

4. Develop a Volunteer Team

- Recruit, train, organize, and encourage volunteers who desire to serve Living Water by helping maintain the Dalton facility and grounds.
- Use volunteer teams appropriately for cleaning, grounds, setups, maintenance projects, and special facility needs.

5. Serve as the main Living Water Facilities Coordinator

- Coordinate with the Massillon Facilities Manager as necessary for special projects and maintenance needs
- Assist Massillon Campus, when necessary, in the absence of the Massillon Facilities Manager

6. Work as a Team with All Staff Members

- Participate in monthly All Staff meetings.
- Meet with the Director of Operations and other staff as necessary.
- Coordinate closely with Dalton ministry staff, so the facility supports ministry priorities and scheduled activities.

7. Interpersonal Communication

- Exhibit professionalism in all communication with staff members, congregation members, volunteers, vendors, and community members.
- Strive to build trusting relationships.
- Speak life and extend grace.