



## **Facilities Manager- Naperville, IL**

### **Position Summary:**

It is an exciting time to join Good Shepherd Lutheran Church! We are a thriving church and are finishing up building renovations to accommodate the growth and involvement of our members. We are looking for our next Facilities Manager to maintain the building facilities and church grounds to ensure a safe, clean, and welcoming environment in which worship and ministry can take place.

This position, reporting to the Operations Executive Director, works with a wide variety of staff, ministry leaders, volunteers, and outside vendors, regarding building maintenance, building use and allocation, and security. This position also serves as part of the leadership team that collaborates to create relevant evangelism, discipleship, fellowship, service, and worship experiences that engages people to grow their relationship with Jesus Christ.

### **Job Details:**

**Location:** This is an onsite position in Naperville, IL.

**Hours:** Full time Monday-Thursday (8 AM-5 PM) and Sunday mornings from 7:30 AM-12:30 PM. Days off include Friday and Saturdays. Emergency on-call as needed.

**Compensation:** \$60K-\$65K

### **Benefits:**

- Paid time off including paid holidays, vacation, sick leave, and a personnel day.
- Health and Dental Insurance
- Life Insurance
- Employer contribution of 6% to retirement account
- A discount on Good Shepherd Preschool tuition

### **Organization Overview:**

Good Shepherd Lutheran Church is part of the Lutheran Congregations in Mission for Christ and will be celebrating our 50-year anniversary this year. We are focused on serving the spiritual needs of our local community and on leveraging the time, talents and financial resources of people in this area to help others in our community, across the nation and around the world.

Good Shepherd has over 25 employees and about 700+ active members who attend congregation weekly. They also have over 15 different ministries from children, teens, and adults as well as focused ministries such care, missions, and disability. In addition, Good Shepherd has a preschool focused on early education for children 2-5 years old. To learn more about our church and different ministries, please visit <https://gshepchurch.org/>.

## **RESPONSIBILITIES**

- Ensures a safe, functioning, and clean facility through the supervision of staff, outside vendors, and volunteers.
- Responds to major and minor repair needs and emergency situations by performing basic maintenance and repair or hiring vendors for areas including but not limited to plumbing, electrical, air conditioning, heating, security, kitchen equipment, ministry equipment, lawn care, snow removal, cleaning, pest control, parking lot

maintenance and lighting.

- Coordinates with the Operations Executive Director to obtain and monitor competitive proposal contracts for repairs, ongoing maintenance, and capital improvements.
- Serves as Facility Scheduler by coordinating and communicating building use needs and limitations with staff and lay ministry, providing appropriate access, set-up, use, storage, and clean-up of the facilities. Creatively resolves conflicts regarding space and equipment utilization.
- Coordinates building and facility changes such as lighting, electrical, and any other alterations that take place within the building. Serves on any future team that plans and implements facility renovation and new construction.
- Oversees regular cleaning and janitorial services throughout the building.
- Ensures building safety and local building code compliance.
- Implements and maintains the staff phone system, including adding users and extensions, wiring, and cabling.
- Maintains and monitors a security plan for the facility that includes electronic door access, overnight security, and the use of a security camera system.
- Supervises staff and volunteers including recruiting, training, scheduling, conducting performance reviews, and identifying staffing needs.
- Communicates with the Operations Executive Director, City of Naperville, neighboring community, and church staff and volunteers regarding building and grounds policy, schedules of repairs, cleaning, safety codes, and general use.
- Develops and administers a Facilities and Maintenance budget showing a commitment to good stewardship.
- Maintains an interior and exterior signage program in collaboration with the Communications Team that is invitational and instructional.
- Maintains building assets inventory including warranties, maintenance contracts, and other relevant information.
- Reviews existing contracts on an on-going basis.
- Develops and organizes property files and documentation.

**Requirements:**

- A high school diploma or equivalent is required. An Associate's degree or higher is preferred
- 5 or more years of experience in Building Maintenance and Facilities Management required.
- A commitment to the mission and core values of Good Shepherd Lutheran Church
- Ability to build relationships with staff, volunteers, and members of the congregation
- Strong knowledge of building maintenance and facilities management and obtaining bid proposals and maintaining contracts
- Good knowledge of training and supervising volunteers
- Knowledge of basic building and equipment repairs
- Skilled in negotiating and maintaining contracts
- Ability to use computers and facility-related technology and controls.

**To Apply:**

If you are looking to use your gifts to help support Good Shepherd Lutheran Church, we want to hear from you. Please submit both your cover letter and resume to <https://goodshepherdlutheranchurch.recruitpro.com/jobs/317136-52777.html>. In the cover letter make sure to include what interests you in the role and Good Shepherd Church and why your previous work experience aligns to the position.

**Good Shepherd Lutheran Church is an equal opportunity employer**

***AI may have been used during the recruiting process. See ([link](#)) to learn how***