



Facilities Manager- Naperville, IL

Position Summary:

Good Shepherd Church is seeking a Facilities Manager who is hands on facilities professional who enjoys maintaining buildings and grounds and takes pride in helping create welcoming spaces for worship, preschool families, fellowship, and community engagement.

This is an exciting time to join Good Shepherd as we are nearing completion of major facility enhancements. Reporting to the Operations Executive Director, the Facilities Manager oversees the maintenance, safety, security, and stewardship of church facilities, a thriving preschool, and campus grounds while working closely with staff, ministry leaders, volunteers, and vendors to support building operations, facility use, and campus needs.

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: \$65K-\$70K

Direct Reports: 1

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 Church and preschool have over 50 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://gshephchurch.org/>.

Responsibilities:

- Respond to repair needs and emergency situations by performing 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.
- Coordinate with the Operations Executive Director to obtain and monitor competitive proposal contracts for repairs, ongoing maintenance, and capital improvements.
- Serve 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.
- Coordinate 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.
- Oversee regular cleaning and janitorial services throughout the building.
- Ensure building safety and local building code compliance.
- Implement and maintain the staff phone system, including adding users and extensions, wiring, and cabling.
- Maintain and monitor a security plan for the facility that includes electronic door access, overnight security, and the use of a security camera system.
- Supervise staff and volunteers including recruiting, training, scheduling, conducting performance reviews, and identifying staffing needs.
- Communicate 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.
- Develop and administer a Facilities and Maintenance budget showing commitment to good stewardship.
- Maintain an interior and exterior signage program in collaboration with the Communications Team that is invitational and instructional.
- Maintain building assets inventory including warranties, maintenance contracts, and other relevant information.
- Review existing contracts on an on-going basis.
- Develop and organize property files and documentation.

Requirements:

- A high school diploma or equivalent is required. An Associate's degree or higher is preferred
- 5+ years of experience in Building Maintenance required.
- Building Maintenance experience at another church or nonprofit a plus.
- 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
- 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! Submit both your cover letter and resume by clicking the apply button. 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.

<https://goodshepherdlutheranchurch.recruitpro.com/jobs/319040-52777.html>

Good Shepherd Lutheran Church is an equal opportunity employer

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

Key Words: Maintenance Manager, Facilities Manager, Building Manager, Operations Manager, Facilities Lead, Building Operations Manager, Maintenance Technician, Church Ministry