

Facility Maintenance Manager (FF)



Position Overview

The Facility Manager is primarily responsible for the care and maintenance of the Fergus Falls Facility. This includes managing the custodial staff to ensure cleanliness, managing the maintenance of all facility equipment, ensuring the building is safe inside and out, repair of minor damages, and managing contractors at work on the property.

Relationships

- Embrace Bethel as your home church by regularly attending worship gatherings and events with your family (if applicable).
- **Accountability:** Primarily to the Director of Operations, generally to the congregation, and ultimately to the Lord.
- **Reporting:** Report to and receive direction from the Director of Operations. Coordinate with and receive tasks from the Executive Assistant.
- **Team Collaboration:** Collaborate with Bethel's staff to assist with facility needs and repair.

Key Responsibilities

- Provide general maintenance and repair of all equipment including but not limited to, kitchen appliances, plumbing, HVAC units, roof systems, siding, landscape, and minor construction repair.
- Oversee any contractors working on site by soliciting bids, coordinating with contractors, and making decisions with the Director of Operations.
- Manage exterior lawn care and landscape. Cut and trim all areas of grass and maintain clean landscapes.
- Manage snow removal. Coordinate with snow removal contractor, keep sidewalks and entrances shoveled and salted as needed.
- Repair/clean up storm damage in parking lots, lawn, and sidewalks
- Complete repairs in the building weekly as requested by the Director of Operations
- Work with the Facility Ministry Team in completing projects intended to maintain or improve our facility
- Manage and schedule the custodial staff to ensure proper building cleanliness and preparation.
- Complete custodial tasks such as cleaning of spaces, floors, bathrooms, etc as needed.
- Set up spaces in the church to prepare for events and worship. This includes moving furniture and facility preparation.

Qualifications

- General knowledge of facility mechanical systems and ability to repair as needed.
- General ability to repair facility related damage or maintenance items
- Ability to lift heavy items with some repetition
- Strong work Ethic
- Ability to empower and manage other employees
- Clear communication and attention to detail
- Be dependable and able to work independently

Terms

- **Hours:** This is a Regular Part-Time role (15-20 hours per week) with the option of more hours to cover absent staff hours as needed. Generally work hours fall within regular office hours, however some building preparation for events will fall on evenings or weekends.
- **Compensation:** Hourly wage will be determined based on experience and skills. A differential pay increase will be added to hours required during weekend hours.