



POSITION DESCRIPTION

Date: August 6, 2026
Position/Title: Facilities Manager
Reports To: Operations Manager
Supervises: Facility Team (Paid Members & Volunteers)
Employment Status: Full-time Overtime Exempt
Hourly Requirements: 40 hrs/week – Additional hours as facilities usage demands
Employment Relationship: Employment-at-Will Relationship

Position Summary:

Lead day-to-day operations of church facilities and grounds as a hands-on “working manager.” Ensure all spaces are clean, safe, functional, and ready for ministry activities.

Position Responsibilities:

- Facility Operations: Oversee room setup, cleaning, and readiness for all events
- Maintenance: Manage repairs and upkeep of building, equipment, and vehicles
- Grounds: Ensure landscaping, lawn care, and snow removal
- Building Systems: Monitor HVAC, fire, and security systems; coordinate vendors; manage preventative maintenance
- Safety & Compliance: Ensure adherence to safety standards and regulations
- Inventory: Purchase and manage supplies; maintain organized storage
- Team Leadership: Supervise staff and volunteers; build a strong facilities team
- General: Complete tasks reliably and support additional facility needs as required

Position Qualifications:

- Active Christian faith, active local church (preference being Lincoln Christian Church), and alignment with church mission.
- Strong servant leadership and teamwork mindset
- Experience in facilities, custodial work, or basic trades (HVAC, electrical, plumbing)
- Ability to manage multiple priorities and communicate effectively
- Possesses a high level of physical strength, stamina and energy.
- Valid Illinois driver’s license (including endorsements necessary for driving church vehicles)
- Successfully passing a criminal background check.

Physical Demands & Negotiated Accommodations:

ACTIVITY

REQUIREMENT

Sitting:	Infrequently;
Standing:	Must be able to remain on feet for the majority of hours.
Walking:	Required continuously.
Bending:	Required frequently.
Climbing:	Required to use ladder on occasions.
Reaching:	Required frequently.
Pushing/Pulling:	Required continuously.
Lifting:	Must be able to lift 70 lbs. – Required frequently.
Carrying:	Must be able to lift and carry 70 lbs. – Required frequently.
Balancing:	Must be able to work from ladders and on wet floors.
Rotation/Twisting:	Required frequently .
Hand/Wrist Motion:	Required frequently to use equipment, brooms and mops.
Sight:	Required continuously.
Hearing:	Required continuously.
Speaking:	Required frequently.
Environmental Conditions:	Must be able to handle chemical cleaners, soaps, solvents, etc.

Position Expectations: Lincoln Christian Church expects all employees to work in accordance with the standards set forth in the LCC Staff Handbook.