



FIRST PRESBYTERIAN CHURCH

of Wheaton

Inviting all generations into a growing life with Jesus Christ

Ministry Job Description

MINISTRY DESCRIPTION

TITLE: Building Facility Manager

PURPOSE: To provide a safe, clean and comfortable church environment for all personnel, members and visitors of First Presbyterian Church of Wheaton. This is a “hands-on” position responsible for the care and maintenance of the building and grounds, and general, minor equipment/facility repairs and for referring major repairs as appropriate. Prefer candidate to live within 15-30 minutes from church.

RESPONSIBILITIES:

1. Cleaning, upkeep and maintenance of buildings and grounds, along with minor repairs including but not limited to electrical, plumbing, carpentry, painting, floor maintenance, removal of leaves, snow, ice and other debris.
2. Ensure proper building security.
3. Plan, organize and schedule daily tasks and other projects, including supervision of outsourced custodians, vendors, services and projects.
4. Provide maintenance support to church staff as needed, including set-ups and tear downs of tables and movement of other furnishings and equipment for all functions. Provide custodial coverage for activities or events as needed.
5. Provide efficient, safe and productive use of materials and manpower through proper use of time, supplies and equipment, and appropriate training of outsourced custodians. Ensure that equipment is clean, maintained and in proper working order.
6. Maintain comfortable temperature in appropriate sections of church. Set timers for air handling units as needed.
7. Identify, order, account for, distribute, and ensure safe storage of all cleaning, kitchen and coffee supplies.
8. Maintain up-to-date list of inventory of building equipment.
9. Assess and recommend major repairs as needed.
10. Coordinate church inspections of fire, elevator and other safety systems as needed.
11. Attend scheduled staff meetings, Buildings and Grounds committee meetings and other meetings/conferences as requested.
12. Perform other duties as required for the position.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of methods, materials, and practices used in maintaining buildings and grounds.
2. Ability to supervise, train, assign and inspect work of cleaning/maintenance workers.

3. Knowledge and use of Word, Excel and Management Software programs to prepare routine reports and records, inventory of equipment, and manage expenses within limits of Buildings and Grounds budget.
4. Ability to operate power and manual lawn mowers, snow removal equipment, lift and other equipment safely.
5. Ability to lift and transport up to 75 lbs.
6. Ability to climb and descend stairs.
7. Working knowledge of the safe, efficient procedures for operating central heating and air conditioning and ability to make minor adjustments and minor service repairs to the equipment. Basic knowledge of electricity and plumbing.
8. Must have good human relations and communications skills. Ability to maintain good relationships and cooperative team spirit with the Buildings and Grounds Committee, Staff, Church Members and the general public, and exhibit a positive attitude and poise under pressure.
9. Must be available for emergency situations, in cases of staff shortages.
10. Must be available to be on site each Sunday with the ability to choose a day off during the week, when applicable.

EXPERIENCE

1. 1-5 years varied experience in maintenance and upkeep of a large facility such as a church, school, hotel, large apartment building or related facility
2. Experience supervising building service/custodial staff.
3. High school education or equivalent

RELATIONSHIPS

1. The Building Facility Manager is accountable to the Senior Pastor.
2. The Building Facility Manager is a member of the support staff.
3. The Building Facility Manager serves as staff liaison to the Buildings and Grounds Committee.

POSITION AND BENEFITS:

1. The position is full-time and all portions of the Personnel Policy pertaining to non-ordained staff apply.
2. Health coverage available.
3. Paid time off.

INTERESTED CANDIDATES:

Please submit cover letter and resume electronically to:

Debbie Veal – Office Manager
715 N. Carlton, Wheaton, IL 60187
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