

## **Carlisle United Methodist Church Facilities Manager**

The vision of Carlisle UM Church is to invite all to Live Like Jesus. The job of the Facilities Manager is vital to preparing and maintaining our facilities so that we can live our vision through the ministries of CUMC. The Facilities Manager is responsible to organize and coordinate the cleaning and maintenance of all properties and the facilities owned by Carlisle UMC.

### **Qualifications**

First and foremost, the Facilities Manager must possess good people management skills and be able to work successfully as part of the staff team of CUMC. A cooperative attitude and positive interpersonal communication skills are required. The Manager must be flexible in completion of responsibilities in accommodating the schedules of the program and administrative ministries of the church.

Previous experience in administrative and/or personnel management is required, as is a working knowledge of general systems maintenance, housekeeping procedures and operation of equipment necessary to complete the tasks of the Facilities Manager. Computer skills and familiarization with Microsoft EXCEL is required. A high school diploma or GED are required minimums. Additionally, the Manager must be physically able to perform the duties and responsibilities of the position.

The Facilities Manager must complete Safe Sanctuaries clearances and training (including PA Child Abuse, PA Criminal Background Check, FBI Fingerprinting, and National Sex Offenders Registry clearance) prior to employment to keep the many kids in our facility safe.

### **Physical Requirements**

- ◆ The position will require frequent lifting and bending; extended times standing or walking, working off of ladders; sitting at a computer desk and exposure to adverse weather conditions, hazardous chemicals, odors, dirt and dust.
- ◆ Must be able to lift 50 lbs for packages, equipment, etc.

### **Core Duties and Responsibilities**

- Supervision of facilities staff to clean, set up for events, and assure the safety and security of the property. Currently we have 1.5 custodians and 1 security person.
- Recruit, coordinate and empower a growing number of volunteers to perform minor repairs, outside maintenance and event set up. This includes being able to lead by example and empowers others to lead teams/projects. Currently 20 volunteers.
- Oversee administration of facilities budget and billing, safety and compliance related to property and safety, and incident reports.
- Manage and input information into online systems that oversee the operations of lighting, fob door entry and security cameras; and grant access appropriately to staff and volunteers.
- Oversee and manage preventative and regular repairs of church building, church grounds, two parsonages, two church vans and three church trailers and any future additional property.

# **Carlisle United Methodist Church**

## **Facilities Manager**

### **Detailed Duties and Responsibilities**

*This list is meant to inform regarding the physical requirements of the work of maintaining our facilities. It is not intended that the Facilities Manager be able to do all on this list but is required to supervise staff and volunteers to accomplish all these tasks.*

#### *Administrative*

- Effectively manage all cleaning and maintenance staff and volunteers
- Be able to successfully recruit, train, organize, use, and maintain a team of volunteers to help in the care, cleaning and maintenance of all CUMC properties.
- Meet regularly with the Executive Pastor. Meet as needed with the Facilities Liaison for the Leadership Council.
- Communicate regularly with all staff members and participating in regular meetings to coordinate schedules and assure readiness of the facility for all activities.
- Maintain daily written routine for Facilities Manager, Custodians, Security Personnel and Standard Operating Procedures for Facilities Operations.
- Prepare the annual Facilities Budget with the Facilities Liaison.
- Regularly maintain/review CUMC facilities budget on a monthly and quarterly basis, and make recommendations to the Executive Pastor any revision or changes.
- Maintain record of all expenditures related to the operation and maintenance of CUMC facilities.
- Review, approve and submit for payment all bills related to operation and maintenance of CUMC facilities in a timely manner.
- Keep track of hours and prepare time sheets for payment of custodial and security personnel.
- Coordinate with companies who provide regular maintenance services for CUMC facilities and equipment including, HVAC, Pest Control, Kitchen Equipment, Emergency Lighting, Carpet Cleaning, Fire Alarm, Snow Removal, Trash Removal, Security Cameras and Fobs.
- Coordinate building access and systems, fobs and keys, for staff, volunteers and outside groups. This includes auto unlocking doors using the fob system.
- Oversee the use of the computer system for lighting throughout the building.
- Oversee use, maintenance and scheduling of church vans and trailers. This includes training of members to be authorized and approved to drive.
- Be lead for facility on security cameras to ensure they are working properly, investigating incidents are needed, and using cameras to keep the building and those within safe.
- Inspect and keep records for the storm water facilities as required by the PCSM Appendix B State Storm Water Operation and Maintenance Measures.
- Order cleaning supplies and restroom paper products as needed.
- Maintain record of Incident Reports.

## **Carlisle United Methodist Church Facilities Manager**

- Know the location of all fire extinguishers and AED equipment and the procedures for their use. Make certain annual inspections are completed.
- Coordinate periodic hosting of NOMAD RV Ministry.

### *Maintenance:*

- Perform minor carpentry, plumbing, painting, and masonry work to maintain the interior and exterior of the church. Repair broken fixtures and equipment. Coordinate volunteers and professionals as required for large projects.
- Performing preventive maintenance activities on a weekly, monthly, quarterly or annual basis to reduce wear and tear or breakdown of systems.
- Assess system breakdowns and determining the kind of repairs that are required.
- Oversee the maintenance of all flooring surfaces that occur quarterly and annually. This includes carpet cleaning, gym floor, repairs, etc.
- Coordinate annual cleaning of all exterior windows.
- Weekly inspect all interior and exterior light fixtures throughout the church buildings and ensure in working order.
- Monitor rodent and insect exterminations.
- Ensure all grass is maintained and cut regularly and outside landscaping is properly maintained. This includes oversight and maintenance of equipment used for mowing and snow removal.
- At least quarterly, inspect the entire roof area of the church facility to clear roof scuppers and drain inlets of leaves and other debris to ensure proper operation.
- Coordinate with company providing snow removal and oversee contract renewal.
- Be familiar with the operation and upkeep of the HVAC systems so proper temperatures can be maintained and malfunctions can be identified and reported.
- Be familiar with the location of all breaker boxes.
- Monitor our “Back 10” acres and any homeless camps.
- Winterize outside Pavilion as necessary (hoping to build in fall 2021).
- Maintain the marking and signage of guest parking and ADA parking spaces
- Maintain all church signs.

### *Custodial:*

- Supervise cleaning by custodial personnel.
- Ensure that all flooring surfaces are clean.
- Ensure that all hallways, stairways and rooms are clear of clutter and trash.
- Keep sidewalks, walkways and grounds clear and free from trash/debris and snow.
- Keep area in front of dumpsters, control panels, electrical panels and other equipment free of accumulated items.
- Perform preventative maintenance on custodial equipment (vacuums, floor scrubbers etc.)

### *Church Events:*

**Carlisle United Methodist Church  
Facilities Manager**

- Be present on Sunday mornings to resolve routine and emergency maintenance issues in order to prevent interruptions in Sunday worship and other Sunday activities.
- Be present or schedule custodial staff to be present for special worship services including but not limited to Easter and Christmas Eve services.
- Check the church calendar for the schedule of building use events and activities and prepare accordingly.
- Be responsible for all room and event set ups.
- Plan accordingly for rooms in use that will require heat or cooling and unlocking.
- Be knowledgeable of special events such as weddings, funerals, receptions and banquets and be responsible for set up and tear down for these events or coordinate with those who will be doing such work.

*Other Duties: This list of responsibilities is not to be considered all-inclusive. Additional responsibilities may be assigned or current responsibilities modified by the Executive Pastor in consultation with the Leadership Council.*

The Facilities Manager shall perform the above responsibilities under the direction and supervision of the Executive Pastor and the Leadership Council. Questions or problems related to the job should first be discussed with the Executive Pastor.

The Facilities Manager shall work in cooperation with pastor(s), staff, Leadership Council, church members and volunteers.

The Facilities Manager shall maintain the moral and ethical standards of the Christian faith and the United Methodist Church on the job and outside the workplace as an employee and representative of our church.

The Facilities manager shall be evaluated annually by the Executive Pastor with review by a representative of the Leadership Council.

This is a full-time salaried position, with an expectation of working Sundays 6:30am-1pm.

Salary/Rate shall be \_\_\_\_\_ for the year of \_\_\_\_\_, beginning \_\_\_\_\_ and ending \_\_\_\_\_.

Signed by Employee: \_\_\_\_\_ Date \_\_\_\_\_

Signed by Executive Pastor: \_\_\_\_\_ Date \_\_\_\_\_

Signed by Personnel Liaison  
Leadership Council: \_\_\_\_\_ Date \_\_\_\_\_

Please initial one of the boxes below:

**Carlisle United Methodist Church  
Facilities Manager**

\_\_\_\_ I accept the Health Insurance offered

\_\_\_\_ I decline the Health Insurance offered

*\*It is important that all matters of church and pastoral concerns be kept in the strictest of confidence. Any breach of confidentiality will be considered cause for immediate termination.*

4-25-2020