

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 supervise 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 a must for the position, 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 highly desirable. 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 successfully complete Safe Sanctuaries Clearances and training (including Child Abuse, Criminal Background Check, and FBI Fingerprinting) before approved employment.

Physical Requirements:

◆ The position may require some 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.

*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.

Duties and Responsibilities:

Administrative:

- Be able to successfully recruit, train, organize, deploy and maintain a team of volunteers to help in the care, cleaning and maintenance of all CUMC properties.
- Effectively manage all cleaning and maintenance staff and volunteers
- Meet daily with the Lead Pastor.
- Attend Staff Meetings.
- Maintain Daily Written Routine for Facilities Manager, Custodians, Security Personnel and Standard Operating Procedures for Facilities Operations.
- Meet as needed with the Facilities Liaison for the Leadership Council.
- 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 Lead Pastor and LC Liaison for any revision or changes.

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- Review and approve all bills related to operation and maintenance of CUMC facilities.
- Maintain record of all expenditures related to the operation and maintenance of CUMC facilities.
- Keep track of hours and prepare time sheets for payment of custodial and security personnel.
- Inspect and keep records for the storm water facilities as required by the PCSM Appendix B State Storm Water Operation and Maintenance Measures.
- Issue Staff and Limited Mobility Parking Passes.
- Order cleaning supplies and restroom paper products as needed
- Maintain control of church keys including issue of keys and maintaining key control records.
- Make daily checks of the security cameras to ensure they are working properly.
- Maintain record of Incident Reports.
- Coordinate with companies who provide regular maintenance services for CUMC facilities and equipment including, HVAC, Elevator, Pest Control, Kitchen Equipment, Emergency Lighting, Carpet Cleaning, Fire Alarm, Snow Removal, Trash Removal, Security Cameras.
- Communicate regularly with all staff members and participating in regular meetings to coordinate schedules and assure readiness of the facility for all activities.
- Know the location of all fire extinguishers and AED equipment and the procedures for their use. Make certain annual inspections are completed.
- Secure annual contract for snow removal from driveway, parking lot and sidewalks.

An essential part of the Facilities Manager position is to create and coordinate opportunities for church members and friends to serve and contribute to the ministry of CUMC through volunteering. We have identified the following administrative responsibilities that a volunteer might well do. This list can be added to as circumstance, opportunities and volunteers allow.

- Maintain Key Fob Access system
- Issue Staff and Limited Mobility Parking Passes.
- Schedule and conduct driver training for CUMC members authorized by the leadership council to drive church vans.
- Coordinate maintenance, inspections and registration for the church vans and trailers.
- Coordinate periodic hosting of NOMAD RV Ministry.

Maintenance:

- 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
- Assess system breakdowns and determining the kind of repairs that are required.
- Ensure all grass and landscaping is maintained and cut regularly, along with associated equipment.
- Monitor rodent and insect exterminations.

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- Coordinate annual cleaning of entrance windows
- Coordinate with snow removal contractor for snow removal when necessary. Also, remove snow around building entrances not otherwise covered by the snow removal contractor
- Ensure proper maintenance of all flooring surfaces.
- Schedule outside contractors, when necessary, to meet on site and review system failures, request estimates, authorize and oversee repairs.
- Maintain computer-controlled lighting systems and weekly inspect all interior and exterior light fixtures throughout the church buildings and properties. Replace burnt-out bulbs as necessary.
- 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.
- Maintain the marking and signage of guest parking and ADA parking spaces
- Maintain all church signs.
- Maintain all outside buildings as necessary

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- Repair broken fixtures and equipment.
- Perform preventive maintenance activities on a weekly, monthly, quarterly or annual basis to reduce wear and tear or breakdown of systems.
- Complete in-house system repairs when possible.
- Perform minor carpentry, plumbing, painting, and masonry work to maintain the interior and exterior of church properties.
- Monitor our “Back 10” acres and any homeless camps.
- Winterize outside Pavilion, Fountains Storage sheds, Garage and outdoor spigots as necessary

Custodial:

- Supervise cleaning by custodial personnel
- Keep area in front of dumpsters, control panels, electrical panels and other equipment free of accumulated items.
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- Perform preventative maintenance on custodial equipment (vacuums, buffers, floor scrubbers etc.)

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- See that the Annex is kept clean.

Church Events:

- 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 during Christmas and Easter worship services to resolve routine and emergency maintenance issues in order to prevent interruptions in services. This includes Silent Night Service, all Christmas Eve Services, all Holy Week Services and Easter Sunday Services.
- Check the church calendar for the schedule of building use events and activities and prepare accordingly.
- Be responsible for all room set ups including Contemporary Sunday set up.
- 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 Lead Pastor in consultation with the Leadership Council.

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

This is a full time position.

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

Signed by Employee: _____ Date _____

Signed by Lead Pastor: _____ Date _____

**Carlisle United Methodist Church
Facilities Manager**

Signed by Personnel Liaison

Leadership Council: _____ Date _____

Please initial one of the boxes below:

____ 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.*

6-10-19