

**Facilities Manager**  
**Peace Lutheran Ministries**  
*Job Description*

1. **Introduction** – The Facilities Manager is part of leadership staff of Peace Lutheran Ministries who together work to accomplish our Lord's mission to strengthen each other in Him so that we share His love and Good News with everyone. This position oversees all aspects of the operation, maintenance, and cleanliness of the buildings and property of Peace and its church, school, and childcare ministries.
2. **Qualifications** –
  - a. Custodial & maintenance experience preferably within a school or commercial facility.
  - b. Good physical health with the ability to lift at least 50 lbs, climb ladders, and accomplish maintenance and custodial tasks both inside and outside during all seasons of the year.
  - c. Experience and skills in working with a team of people to accomplish tasks. This position will include working with other staff in the church, school, and childcare; other management staff of Peace; and members of the congregation.
  - d. Ability to supervise other maintenance and custodial staff and outside contracted services.
  - e. Ability to work with volunteers to accomplish building and grounds projects.
  - f. Self-starter who can see what needs to be done and accomplish it.
  - g. Well organized individual who will keep and update a detailed maintenance and custodial plan for the facilities, the grounds, HVAC, and other building systems.
  - h. Flexible person who can adjust to the changing needs of our growing ministries.
  - i. A Christian who regularly grows in faith through worship and service to Christ. A person who will represent Christ and Peace through their behavior and attitude while interacting with staff, members, students, and guests both while on and off duty.
  - j. Administrative experience with ordering supplies, keeping records, complying with regulations, working with the public, maintaining an organized office, troubleshooting problems, budgeting, seeking bids for projects, etc.
  - k. Basic knowledge and experience with plumbing, electrical, and mechanical systems, preferably in the commercial realm.
  - l. Basic competence with computers, MS Office programs, and phone systems. Ability to learn computer systems (Building Automation System, alarms, etc.).
  - m. Pass a background check to be able to work in an environment that includes children.
3. **Supervision** – The Facilities Manager is an employee of Peace Lutheran Ministries. He is under the direct supervision of the Lead Pastor.
4. **Salary & Benefits** – This will be a 25-40 hour a week position with benefits in accord with the compensation policies of Peace Lutheran Ministries.

## 5. **General Responsibilities –**

- a. Manage the cleanliness and maintenance of all of the buildings and grounds of Peace. This will include working with additional custodial and maintenance staff of Peace, contracted services, vendors, and volunteers.
- b. Assemble and work with an advisory team of Peace members who can give guidance, help, and support in the maintenance of the grounds and facilities. Meet with them at least quarterly.
- c. Put together a job description for any outside contracted cleaning services or additional employees of Peace who may work in this area of ministry. Supervise such services or employees including the Facility Assistant.
- d. Put together a maintenance and future replacement plan for the Peace equipment and facilities.
- e. Attend staff meetings or other functions that require participation.
- f. Put together the facility, maintenance & supplies budget yearly and manage the spending of those funds throughout the year.
- g. Plan and order all facility related cleaning and maintenance products.
- h. Manage the services of janitorial, maintenance and repair vendors.
- i. Manage the inspection and maintenance of all equipment, roofs, systems, walls, floors, etc. on an ongoing basis.
- j. Establish a working relationship with staff, volunteers, vendors, consultants, and facility team members.
- k. Revise facility use policies in consultation with other Peace management.
- l. Care for the Peace grounds including playgrounds, parking lots, sidewalks, driveways, and lawns.
- m. Hire, supervise, and evaluate all other facility staff.
- n. Submit a written report monthly to the Mission and Ministry Team, Peace's governing board.