

## Job Description - August 18, 2021



**Job Title:** Facilities Manager  
**Report to:** Church Administrator  
**Job Class:** Exempt - Salary  
**Salary Range:** \$54,000 – \$75,000, depending on experience  
**Schedule:** Full Time

### **Primary Function:**

The Facilities Manager is responsible for and supervises the maintenance, care and efficient operations of all equipment, facilities and grounds used by the Church, including overseeing and participating in the day-to-day activities of stationary engineers and custodial staff. Will assign, delegate, review and follow up on routine and special maintenance and assignments.

### **Qualifications:**

Five (5) + years facilities management and building engineering job related experience with at least two (2) years in a supervisory role. Must have 1st Class Stationary Engineering License in Air Conditioning from the City of New Orleans. Knowledge of Energy Management System including computer and software applications. Knowledge of Alarm Panels for Burglar and Fire Systems. Proficient with tools. Able to comprehend and interpret technical instructions and prepare technical reports. Able to read and interpret blueprints. Must possess sound written and verbal communication skills.

### **Education & Experience:**

High School Diploma/GED required. Associate's Degree or Bachelor's degree preferred.

### **Job Responsibilities:**

- Provides work schedules and assignments for staff engineers.
- Oversees the daily workflow, scheduling and assignments for equipment, facilities and grounds.
- Oversees the custodial supervisor to ensure all scheduling, training and assignments are in place.
- Interviews, hires and trains new stationary engineers.
- Conducts performance evaluations.
- Handles discipline and termination in accordance with Church policy.
- Ensures proper inspections are made and records are kept based on the Church's protocols.
- Interprets mechanical specifications and operational manual for staff engineers and custodial staff when needed.
- Collaborates with Church Administrator to create a budget for major equipment purchases; provides accurate and reasonable specifications for related expenditures.
- Attends and actively participates in management meetings with other administrative and ministry leaders.
- Actively participates in continuing education programs to remain current on technological advancements and developments; suggest improvements based on this information.
- Maintains files of warranties, records, licenses, inspections, service managements and contracts for various pieces of equipment.
- Maintains inventory, storage and distribution of equipment and vehicles.
- Inspects and performs maintenance on equipment and facilities.
- Ensures assigned facilities are ready for worship services, meetings and special events.

### **Required Skills/Abilities**

- Thorough understanding of an ability to execute proper maintenance procedures for mechanical and including but not limited to, pressure-reducing valves, air filtration, pumps, fans, and all fire equipment and sensors.
- Ability to learn and understand highly technical subjects.
- Ability and desire to continue learning and updating skills.
- Adheres to and enforces all safety protocols.
- Communicate professionally and courteously.
- Excellent supervisory and organization skills.
- Ability to act responsibly and ethically.
- Proficient with Microsoft Office Suite or related software as required to complete and maintain records.
- Maintain flexibility to accommodate FABC ministry needs
- Must possess a full understanding of computer based energy maintenance systems.

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**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee will experience periods of sitting at a desk and working on a computer. Must be able to perform physical maintenance as needed. Must be able to access boiler, air-conditioning, refrigeration, electrical, plumbing and other systems by squatting, reaching, stretching and standing. Must be able to access and navigate all areas of the facilities in all types of weather. Must be able to lift up to 25 pounds at a time. The routine schedule includes working some weekends and holidays.