

Facilities Manager Job Description St. Luke's Episcopal Church & School

Purpose - The St. Luke's Facilities Manager is responsible for ensuring the successful operation and function of the church and school's building and grounds in support of our mission.

Duties and Responsibilities

- Complete and/or oversee maintenance of all systems for plumbing, electrical, HVAC (heating, ventilation, and air conditioning), security, telecommunications, sound, lighting, and fire safety.
- Maintaining emergency response plans for the church and school.
- Performing preventive maintenance on a regular basis to reduce wear and tear or breakdown of systems.
- Assess system breakdowns and determine the kind of repair required.
- Completing in-house system repairs when possible.
- Scheduling outside vendors, when necessary, to meet on-site, review system failures, request estimates, and authorize and oversee repairs.
- Supervise the work of the maintenance staff, including scheduling their workdays and hours.
- Work with church and school staff, lay leaders, and volunteer workers in support of regular activities and special events.
- When needed, arrange for security to be present.
- Any other duties as required.

Qualifications & Skills

- Basic knowledge of building operation and maintenance requirements.
- Strong organizational skills.
- Initiating leader (self-starter).
- Willingness to support the stated vision and mission of the church and school.
- Ability to delegate and manage responsibilities.
- Strong interpersonal skills, including the ability to work with volunteers and external contacts with tact, courtesy, sensitivity, and good will.
- Excellent ability to relate positively and effectively with church staff and parishioners, and with school staff, teachers, and families.
- Excellent business acumen.
- Strong communication skills.

Supervision - The St. Luke's Facilities Manager reports to the Rector and the Head of School.

Schedule - The position is full-time, 40 hours per week, weekends as needed.

Work Location - In person

Benefits include-

- Health/Vision insurance
- 403b with 403b company match
- Life insurance
- Paid time off