



CEDARBROOK CHURCH

3502 Wilson Street
Menomonie, WI 54751
715-231-5433
Cedarbrookchurch.net

Job Description: Facilities Director

Policy Statement: The Facilities Director is responsible for executing the short and long-term maintenance projects at Cedarbrook's physical plant and grounds, coordinating completion of identified projects, as well as regularly inspecting the church premises for areas of need or concern and reporting findings to the Facilities Team, or Office Manager.

This is a part-time position for 25 hours per week

The Facilities Director will work closely with Cedarbrook's Housekeeper. Hours of work will primarily take place Monday-Thursday and be determined in collaboration with the Office Manager and Facilities Team. Flexibility may be required to accommodate weekend hours for special events.

Reports to: Office Manager and Facilities Team

Specific Duties:

1. Upkeep of church facilities and grounds
 - Coordinate with weekly cleaning schedule of the Housekeeper.
 - Assist with cleaning church facilities as needed.
 - Coordinate with various vendors that regularly provide services for the church.
 - Serve as the main contact and coordination point for lawn care, exterminators, HVAC, plumbing, electrical, security, etc.
 - Assures grounds are properly cared for - including mowing, landscaping, snow removal, and other related duties.
2. Coordinate and facilitate set up of various church areas/rooms for church events.
 - Work closely with Office Manager and Events/Outreach Coordinator on weekly church schedule to ensure areas of the church requiring reconfiguration are successfully completed relative to need and timing.
 - Responsible for setup and teardown activities.
3. Address facility needs and make repairs as needed.
 - Perform general building maintenance as directed by the Facilities Team and/or Office Manager (i.e. change light bulbs, repair doors, program thermostats, appliance maintenance, etc.).
 - Work with the Event Coordinator to develop and maintain the inventory and maintenance history of church property including: tables, chairs, event support equipment, etc.
 - Follow and perform the preventive maintenance program set forth by the Facilities team and make suggestions or improvements as needed.
 - Reports breakdowns or major problems.

Requirements: These are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Minimum of High School Diploma
- Regular timely attendance during stated or negotiated hours.

- Ability to function independently without direct supervision.
- Ability to contribute as a positive and effective team member.
- Ability to apply common sense understanding to carry out detailed written or oral instructions.
- Three years plus related experience is preferred.
- Knowledge of basic HVAC, plumbing, and electrical systems as well as in basic carpentry and mechanical skills.
- Ability to understand and function within the specified annual budget and budgetary guidelines.
- Ability to spot building/equipment issues before major breakdowns occur.
- Experience in manufacturing or facility maintenance desired.
- Ability to insure fleet equipment (bus and lawn mowers, etc.) maintenance schedule.
- Prefer a regular attendee of Cedarbrook Church.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly:

- Stands, walks, bends, stoops, kneels, squats
- Full uses of both hands to finger, handle, or feel
- Reaches with hands and arms
- Talks and listens.
- Lifts and/or moves up to 25 pounds

The employee occasionally:

- Sits
- Works at elevated levels
- Lifts and/or moves up to 50 pounds

Specific vision abilities required by this job include distance, close and color vision, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position requires the incumbent to work in a church facility setting, where the noise level in the work environment is moderately quiet with frequent distractions. Some tasks will create high noise levels and exposure to chemicals, requiring protective equipment.

Compensation: Commensurate with experience.