EMPLOYMENT OPPORTUNITY

Facilities Manager

REPORTS TO	STATUS	PAY
Director of Security	Full-time (40 hours) Exempt	$54,000–$60,000 per year

Organization Summary

Plymouth Congregational Church is a progressive faith community grounded in the Christian tradition. In mutual care and with respect for our diverse understandings of God, we seek to embody the radical love and justice found in the life, teachings, and spirit of Jesus. We are joyfully committed to intellectual integrity, the arts, diversity, community and justice. All families are affirmed at Plymouth; we have a long history of welcoming LGBTQ people in this open and affirming congregation, including our ministers.

Position Summary

The Facilities Manager supports Plymouth Congregational Church's work and mission by overseeing building and grounds operations, maintenance, facilities staff, and contractors. The Facilities Manager ensures that the church's buildings and grounds are well-maintained and prepared to support worship services, ministries, and events, collaborating with staff and church members to provide a safe, welcoming, and hospitable environment.

Duties and Responsibilities

In addition to a mutually agreed-upon normal daily schedule (Sunday-Thursday, 8:00 a.m.–5:30 p.m.), the Facilities Manager will need to be on call evenings and weekends, as required, to perform the following duties:

Daily Operations

- Supervises the maintenance, facilities, and cleaning staff and coordinates with groundskeeping contractors in accordance with church policies and applicable laws.
- Manages building and grounds operations to ensure effective resource management and compliance, including snow removal and landscaping.
- Coordinates routine and preventive maintenance schedules with qualified vendors for building systems and equipment (including obtaining project-based bids).
- Maintains records of maintenance, service calls, and recurring issues to ensure timely repairs and facilities planning.
- Manages fire equipment, environmental compliance, and energy use.
- Directs and occasionally performs HVAC, electrical, plumbing, and custodial work.
- Maintains cleaning standards and ensures spaces are clean, orderly, and ready for use.
- Serves as the primary (24/7) point of contact for HVAC, plumbing, and fire-alarm calls, responding by phone within 30 minutes.

Event and Program/Ministry Support

- Coordinates and assists all phases of facilities support (from planning through completion) for church events with clergy and staff, including space allocation, setup, teardown, and cleanup.

Security

- Supports the Director of Security to develop and implement the building security plan, maintain building and grounds security, and support on-duty security staff.
- Monitors and reports security needs to the Director of Security.

Planning and Collaboration

- Collaborates with church leadership regarding facility issues.
- With the Executive Director, develops short- and long-range facility use plans and budgets
- With the Facilities Management Committee, recommends improvements to efficiency, cost-effectiveness, and environmental performance.
- Assists with capital construction and building improvement projects.
- Provides church leaders and staff with timely and accurate facilities information for financial and policy decisions.
- Responds professionally to church members' questions and concerns.
- Performs other related duties as assigned.

Supervisory and Interpersonal Responsibilities

- Supervises the maintenance, facilities, and cleaning staff in accordance with church policies and applicable laws.
- Supervises, and coordinates with, all contractors.

Qualifications

- At least TWO (2) years of facilities management experience.
- First Class C boiler license preferred.
- Associate's degree preferred.
- Proficiency with Microsoft Office and building management software.
- Ability to read and interpret building blueprints and contracts.
- Strong organizational skills, attention to detail, and ability to prioritize multiple tasks.
- Strong collaboration, communication, and presentation skills; ability to provide clear instructions and documentation, and handle sensitive inquiries professionally, courteously, and with cultural sensitivity.
- Ability to work independently, identify improvements, and demonstrate professional integrity and ethical judgment.
- Ability to work on-site Sunday through Thursday, some evenings and weekends.

Physical Demands

These physical demands reflect the essential functions of the role. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, talk, or hear, and taste or smell. The employee is frequently required to reach with hands and arms. The employee is occasionally required to climb or balance. The employee must occasionally lift and/or move up to 50 lbs. Specific vision abilities required by this job include close vision, depth perception, the ability to adjust focus, and the ability to see color. The noise level in the work environment is usually quiet.

Compensation and Benefits

Pay: $54,000–$60,000 per year

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Professional development assistance
- Retirement plan

Requirements at a Glance

EDUCATION	Associate's degree (Preferred)
EXPERIENCE	Custodial or facilities, 2 years (Required)
LICENSE/CERTIFICATION	First Class C Boiler License (Preferred)
ABILITY TO COMMUTE	Minneapolis, MN 55403 (Required)
WORK LOCATION	In person

How to Apply

Email a cover letter and resume to churchinfo@plymouth.org with “Facilities Manager” in the subject line. The position is open until filled.

Plymouth Congregational Church is an equal opportunity employer. We welcome applicants of every race, ethnicity, gender identity, sexual orientation, age, ability, and faith background, and we encourage people from communities historically underrepresented in church leadership to apply.