



THE ORCHARD

The Orchard Evangelical Free Church Job Description

Job Title: Facility Manager Central
Full Time – Exempt – Non-Ministerial

Reports To: Executive Director of Operations & Finance

Purpose: Provide facilities management by directing and participating in hands-on operations. Includes supervising facilities staff and suppliers, preparation of staff schedules, equipment troubleshooting and maintenance, upkeep of grounds, coordination with scheduling of facility and equipment, resolving conflicts, security coverage, maintenance, custodial, room set-up personnel and outsourced services relating to properties and facilities and overall support to all The Orchard ministries and special events.

Responsibilities:

- Manage the day-to-day operation of the church facility with the church office and custodial staff for cleaning and set-up of meeting and classrooms. Perform necessary duties to meet needs for facility use.
- General knowledge of building systems, utilities, electrical systems, facilities maintenance, equipment repair, HVAC, and emergency back-up generator
- Responsible for assuring compliance with applicable safety regulations and legal codes for facilities and grounds
- Schedule and lead staff and volunteers for maintenance, custodial and security coverage.
- Manage all contracted maintenance services, such as HVAC systems, cleaning/housekeeping, snow removal, landscaping, and other services as contracted.
- Responsible for overseeing maintenance and scheduling of all church vehicles and equipment.
- Work with ministry teams regarding expansion plans and projects.
- Manage facility emergency and security system including building access, key/card distribution, tracking database, and video surveillance recording system.
- Maintain schedule and log of routine maintenance including, but not limited to HVAC systems, carpet cleaning, checking emergency lights, inspections of fire systems, security system updates to enhance use and prevent premature failure of equipment and building components.
- Maintain organizational system to receive maintenance and improvement requests from staff and congregation members and tracking to completion.
- Perform work in-house that is economically and technically feasible to do so. Where work needs to be contracted by outside companies, solicit multiple bids according to financial policies, and oversee completion of the project.
- Maintain an appropriate inventory of supplies, materials, and parts to facilitate timely maintenance and repair.
- Work with the Director of Human Resources for recruiting, screening, hiring and disciplinary actions for facilities staff.
- Oversee and manage schedules for workday volunteers, shadows, safety, and trustees.
- Other duties as assigned by supervisor.

Education/Training

- Formal training and/or experience in management of facilities and staff
- Certification or Education in Facilities Management or specific applicable trade
- Literacy with Windows operating systems and ability to learn new software applications
- Knowledge and experience in managing of budgets

Leadership

- Demonstrate initiative and professionalism in work and interaction with others
- Ability to prioritize workload, meet deadlines, and manage many projects simultaneously
- Possess the ability to lead custodial, maintenance and volunteer staff
- Must deal with conflict directly, openly, honestly and graciously
- Develop strong facilities associates and facilities and grounds volunteers
- Must be a “working” director willing to provide hands on work to complete projects/tasks

Personal Characteristics

- Must seek to walk closely in devotion to God and have a solid understanding of the gospel.
- Theologically aligned and in agreement with EFCA Statement of Faith and The Orchard's Statement on Human Life and Marriage
- Demonstrate strong work ethic
- Deal with conflict directly, openly, honestly, and graciously
- Possess ability to accomplish tasks in an accurate, cost effective, and timely manner
- Seek innovative solutions to challenges.
- Exercise sound judgment and come to reasoned conclusions
- Work as a team player, with a “can do,” “how can I help?” attitude

Salary Range: \$55,000 - \$75,000 based on skills and experience

To apply for this position, please send your resume along with a cover letter to employment@theorchard.church.