



FACILITY MANAGER POSITION DESCRIPTION

POSITION SUMMARY

The Facility Manager is responsible for managing the Divine Shepherd Lutheran Church (DSLC), Little Lamb Preschool and Childcare (LLPC), and Divine Shepherd Academy facilities and grounds. This includes best practices in building maintenance, grounds maintenance, janitorial services, event preparation, campus usage, safety and security, congregational engagement, and facility administration/budget preparation. This position provides supportive working relationships with staff, ministry partners, volunteers and the community through close collaboration and proactive communication.

RESPONSIBILITIES

This position supports a philosophy of mission and ministry that is consistent with Divine Shepherd's leadership, mission statement, values, and confession of faith. The incumbent will maximize recruitment, training, and involvement of volunteers to assist in completing the position duties and works with the Director of Finance and Operations to oversee the following:

Building Maintenance

- Oversee and perform routine and scheduled maintenance and repairs.
- Ensure appliances and equipment are regularly maintained.
- Facilitate a preventative maintenance schedule for systems and equipment.
- Manage equipment inventory and storage areas.
- Identify, schedule, and complete planned and unplanned facility improvement and maintenance projects.
- Facilitate regular inspections of church and school premises including: fire suppression and alarm systems, elevator, fire extinguishers, AED's, generators, and other systems as necessary.
- Keep the garage, shed, and building equipment/tools in an orderly and safe condition.

Grounds Maintenance

- Ensure salt application/snow removal is completed in the winter and lawn care, sprinkler system, and gardening is completed in the summer.
- Lawn mowing, mulching, aeration, sprinkler usage and winterization.
- Oversee and maintain the parking lot and sidewalks.
- Ensure the exterior appearance of the campus including landscaping, parking areas, buildings, and campus signage is pleasant and inviting.
- Facilitate parking lot usage requests and coordinate them with DSLC/LLPC/DSA usage needs.
- Maintain playground equipment and ensure fence and play areas are safe for children to play.
- Operate and maintain vehicles, tools, equipment, and machinery safely and in accordance with policies and applicable safety standards.

Janitorial Services and Event Preparation

- Coordinate and direct custodial schedules/projects and work side-by-side with custodial staff and communicate custodial contractor's team to ensure cleaning, maintenance, work activities, and projects for both DSLC, LLPC, and DSA.
- Monitor trash and recycle receptacles.
- Procure janitorial supplies as needed.
- Oversee and ensure facilities are clean and set up for weekdays, weekend, and other events.
- Together with the Director of Finance and Operations (DFO) recruit and hire custodial staff as needed.

Safety, Security and Campus Usage

- Collaborate with the Safety Team leads to maintain weekday and weekend safety and security plans.
- Manage the access control system and key requests to ensure staff, volunteers, and community members have access to areas of the building in the appropriate way.
- Maintain fire extinguisher certifications, schedule annual inspections with contractors, and conduct fire drills to ensure the fire suppression system is in excellent working order.
- Ensure the security camera system is in working order and provide camera recordings as requested.
- Facilitate daily maintenance, room setup and tear down, project work and facility usage requests.
- Communicate with the office coordinator on campus usage scheduling and ensure room use is recorded on the calendar and calendar conflicts are resolved.

Congregational Engagement and Administration/Budget Preparation

- Recruit and coordinate volunteers to help with all areas of facility management.
- Maintain supportive working relationships with staff, ministry partners, volunteers and the community through close collaboration and proactive communication.
- Prepare and oversee annual facilities budget
- Stay aware of preventative maintenance and strategic facility needs.
- Employ proactive and effective decision-making skills to manage and resolve issues efficiently.
- Maintain and utilize a preventative maintenance work order system.
- Utilize technology to monitor and troubleshoot equipment and systems.
- Manage HVAC, water, electricity, lighting, and other utilities and process invoices.
- Together with the DFO, determine when to engage in-house volunteers with expertise and/or negotiate with outside contractors and seek bids for project and maintenance needs including major repairs for plumbing, electrical, mechanical systems and interior/exterior structural improvements or repairs.

SKILLS AND BACKGROUND

- Strong and growing relationship with Jesus Christ.
- High school diploma or equivalent required.
- Bachelor's degree in related field of facilities management or equivalent experience will be considered.
- Prior facilities maintenance and/or project management, construction or experience in a related role preferred.
- Skilled-trade journeyman status from accredited building trades program or equivalent experience desired.
- Experience working with HVAC (heat pumps) desired.

- Availability to work and/or facilitate others to work flexible hours as necessary.
- Ability to respond to emergency calls and arrange for backup from among the staff or lay volunteers during periods of vacation or requested time off.
- Ability to work independently with little supervision.
- Regular and predictable worship attendance required.
- Analytical ability with strong problem solving, planning, and organizational skills.
- Proactive ability to discern issues and opportunities, develop and analyze alternatives.
- Ability to handle the big picture as well as small details.
- Discerns between routine matters and those requiring immediate attention.
- Ability to adapt and work efficiently in a rapidly changing dynamic environment with deadline pressures.
- Physical Demands: While performing the duties of this job, the employee is frequently required to sit, talk, hear, stand, walk, use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

ABOUT THE MINISTRY

At Divine Shepherd, our congregants and staff love God, share Jesus and serve people! We are excited to share the Good News that God, the creator of the universe, loves all people! He showed it by giving his one and only Son, Jesus Christ, that whoever believes in him will not perish but have everlasting life. Our congregation is a member of the Lutheran Church—Missouri Synod. You can learn more about the church body here: LCMS.org.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.