

Facilities Manager Job Description

Mt. Lebanon Evangelical Presbyterian Church
255 Washington Rd.
Pittsburgh, PA 15216

MLEPC's vision is to be a church that welcomes all generations and nations into the household of God, where Christ dwells with His people, the light of the Holy Spirit illuminates our hearts, and the seeds of faith flourish and multiply. The church meets in a historic gothic sanctuary built in 1929 with additions for education and fellowship dating from the 60's and early 2000's.

Job Summary

The Facilities Manager is responsible for the stewardship, maintenance, and security of the church's physical assets. This role ensures a safe, clean, and welcoming environment for worship, ministry, and community events through proactive management of building systems, vendor relationships, and volunteer teams.

Reports To: Lead Pastor

Status: Full-Time

Direct Reports: Custodial Staff

Work Relations: Leads and sets the agenda for the Property Team and other volunteers engaged in building operation and maintenance

Key Responsibilities

1. Operations & Building Management

- **Building Use Policy:** Maintain and implement the building use policy to address safety, insurance compliance, and resource optimization.
- **Scheduling:** Manage all room use requests and maintain the master church calendar to ensure zero scheduling conflicts for ministry and outside groups.
- **Space Optimization:** Conduct regular audits of all storage and facility areas to ensure efficient use of space and organization.

- **IT Coordination:** Serve as the point of contact for the external IT provider; coordinate software licensing and the repair or replacement of IT equipment.
- **Utility Management:** Maintain operation of power, water, waste management, and other critical systems. Maintain checklist of items that need to be checked and completed following any type of utility outage (planned or unplanned). Work with outside contractor to find the best utility rates for gas and electric supply.
- **Kitchen operations:** Maintain condition of kitchen facilities to comply with relevant health codes. Maintain list of people certified in food safety and operating the equipment.

2. Maintenance & Technical Oversight

- **Preventative Maintenance:** Create and maintain a master list of all regular testing and maintenance for critical systems, including the fire pump, security systems, and the facility generator (including fuel monitoring). This also includes maintaining a regular schedule of painting, repairs, floor cleaning/buffing, etc.
- **Vendor Management:** Maintain a master list of all approved vendors and contractors. Solicit and review competitive bids for all major repair and maintenance projects. Oversee annual maintenance contracts with key vendors including scheduling maintenance, repairs, and contract renewal.
- **Sustainability:** Monitor and optimize building systems (HVAC, lighting) to improve energy efficiency; lead initiatives such as LED transitions to reduce church utility expenditures.
- **Volunteer Leadership:** Coordinate and lead the volunteer groups (Property Team and Senior Men's Group) in various minor repair and upkeep projects. Solicit volunteers and hold work sessions for annual fall and spring yard work.
- **Hands-on Repair:** Perform routine plumbing, electrical, and carpentry repairs where possible.

3. Security, Safety & Compliance

- **Access Control:** Manage and monitor the perimeter door security schedule and key fob distribution.
- **Emergency Response:** Serve as the primary point of contact for all after-hours facility emergencies, including security alarms, fire system alerts, and urgent maintenance issues (e.g., leaks, pipe bursts, or HVAC failure). The Manager must be available to respond via phone or in person 24/7 and coordinate a reliable

backup during scheduled time off. Maintain "first responder" status for building system failures. Must be able to troubleshoot and perform immediate stabilization of electrical, plumbing, or structural issues outside of normal business hours to ensure the safety of the congregation and the integrity of the facility.

- **Safety Training:** Facilitate basic safety orientations for ministry leaders and coordinate periodic fire and emergency drills for staff, on-site preschool, and the congregation as needed or required.
- **Compliance:** Act as the primary liaison for police and fire inspections; ensure all safety recommendations are implemented and documented as well as any noted violations.
- **Chemical Safety:** Oversee the usage of cleaning chemicals; provide training on SDS (Safety Data Sheets) and ensure proper PPE usage for staff and volunteers.

4. Administration & Personnel

- **Financials:** Prepare and submit all facility administration budget vouchers for weekly payment processing.
- **Budgeting:** Draft the annual facility administration budget for Session approval.
- **Long-Term Planning:** Develop and maintain a 5-year Capital Plan to project major capital improvements (e.g., roof replacement, parking lot resurfacing, HVAC overhaul, etc.).
- **Vendor Management:** Vet all outside contractors, ensuring they provide proof of liability insurance and workers' compensation.
- **Staff Supervision:** Hire, schedule, and oversee custodial staff, maintain updated job description, and manage time-logging via the TimeTrax system. Supervise part-time facility summer help as needed.
- **Documentation:** Maintain all hard copy and electronic files. Submit to Lead Pastor detailed incident reports within 24 hours of any emergency call-out or facility accident.

5. Miscellaneous - Other duties and projects as assigned.

Qualifications & Requirements

- **Experience:** At least 5 years of experience in facilities management, project management, or construction management with staff management experience. Preferred: 10 years managing a large, complex, early 20th century building.

- **Technical Aptitude:** Demonstrate proficiency with power tools and a solid understanding of mechanical building systems (HVAC, plumbing, electrical). Comfortable working with corporate computer systems (Microsoft 365).
- **Physical Agility:** Ability to climb ladders for high ceiling or roof inspections/work and the ability to lift and carry up to **50 lbs**.
- **Communication:** The Manager must be available to respond via phone or in person for on-call evening, weekend, and holiday requirements and must maintain a reliable mobile phone for emergency contact at all times.
- **Proximity:** Must reside within a 30-minute response radius of the facility to ensure timely emergency intervention.
- **Interpersonal skills:** The Manager should be a team player, be an effective communicator, have good organizational skills, be a creative problem solver, and have patience.
- **Character:** The Manager should possess a Christian character. He/she should lead a Christian life with an intelligent passion for the present and future ministry of MLEPC.

If interested in this position and meet the above requirements, please email your resume to MLEPCHR@mlepc.org.