

# Facilities Manager

06/02/22

The Facilities Manager plays a critical role in serving and strengthening ELPC congregational life and ministry by supervising the staff who care for and maintain the church facility and grounds, those who ensure the safety of all members and community stakeholders using our church, and those who offer hospitality to all who enter our church, while working diligently to properly maintain and improve our physical facility.

The Facilities Manager will supervise and coordinate the Custodial Staff, Hospitality staff, Facilities project manager, and the Engineering Department of ELPC to provide proactive and conscientious maintenance of the church facility and grounds, ever supporting the goals of hospitality and mission associated with the congregational life and outreach ministry of this church.

**Job title:** Facilities Manager

**Department:** Facilities

**Work Location:** On site - East Liberty Presbyterian Church

**Pay Grade:** The starting salary for this position will be \$48,000. This is a full-time, exempt position eligible for medical, dental, and vision benefits.

**Reports to:** Director of Church Operations

**Full-time**

**Exempt**

## Essential Functions and Responsibilities:

MANAGING AND SUPPORTING STAFF (~70% of time)

- Manager for Engineer, custodial staff, and hospitality staff.
  - Set and maintain clear expectations for all team members to successfully complete their roles
  - Ensure team members have the resources and equipment needed to fulfill their responsibilities
  - Provide regular feedback and support to team members so they are able to perform their best work, and complete annual performance reviews for all team members
  - Motivate and encourage staff
- Create and share staff schedules weekly to best accommodate the various events, programs, meetings, services, and concerts held at ELPC.
- Facilitate ongoing communication related to room set ups, cleaning needs, and repair projects carried out by staff.
- Hold monthly meetings with the facility staff to align on expectations and ensure all facility needs are being met.
- Oversee management for church building, church grounds including the yard, rain garden, and surrounding sidewalks, church van, and church-owned manse.
- Ensure spaces are clean and ready to be used as needed in the church building and on church grounds each workday.

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- Coordinate and supervise set up of spaces for all events with the Director of Church Operations.
- Execute human resources responsibilities, including:
  - Approving time worked and leave balances for the facility staff weekly via automated system.
  - Maintain records and train all staff in occupational safety and health codes.
  - Work with HR staff to recruit and onboard new staff as needed.

ADMINISTRATIVE (~30% of time)

*This position is supported by the Administrative Assistant for Operations.*

- Meet weekly with Director of Church Operations to ensure all programming and set-up needs can be met.
- Attend weekly Program Staff meetings.
- Work with other members of Program staff to understand needs of various programs and ensure they can be met.
- Attend the monthly Property Committee meeting to deliver project reports, review financials, and address questions related to general facilities operations.
- Work with the Property Committee and Director of Church Operations to develop and enact safety and building policies.
- Work closely with the Engineer regarding capital projects and other facility maintenance and/or repair needs as designated by the Property Committee.
- Coordinate with the Engineer to ensure all systems have been tested, inspected and certified.
- Manage paperwork related to building maintenance, housekeeping, and personnel.
- Maintain electronic records regarding the repair work, vendors, supplies, and costs associated with ongoing facility maintenance.
- Maintain and update vendor information in the ACS invoice system.
- Manage the facilities budget and spending, including:
  - Ensuring all staff have the correct PPE to do their job safely.
  - Ordering uniforms for facility staff.
  - Ordering supplies pertaining to the upkeep of the building and grounds.
  - Purchasing any equipment, furniture, and supplies for the maintenance and improvement of the church as approved by supervisor.
  - Tracking all expenditures against annual budget.

### **Position Requirements and Qualifications:**

- A strong faith and character, personal and professional integrity, and a sincere commitment to building significant relationships with the church and community at large.
- High school diploma or equivalent required.
- 5 years minimum in facilities management, including commercial cleaning.
- Proven supervisory and administrative skills.
- Experience with human resource and performance management processes.
- Act 33/34 clearances – and any additional screening needed as per Child Safety Policies.
- Comfort in working within a progressive congregation of the Presbyterian Church (U.S.A.).

### **Competencies:**

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- Able to work in a team and produce quality output under tight deadlines.
- Punctual, reliable and must have strong verbal and written communications skills.
- Exceptional attention to detail, prioritization, and time management.
- Technically proficient with MS Office applications and basic office equipment as well as ability to learn additional software and equipment as needed.
- Commitment to creating an equitable work environment

### **Physical Requirements:**

- Must be able to lift and carry up to 20 lbs.
- Must be able to complete work that may include standing, sitting, reaching, and stretching.

### **Disclaimers:**

East Liberty Presbyterian Church is an equal opportunity affirmative action employer. All qualified applicants will receive consideration without regard to race, religion, color, gender, age, national origin, ancestry, disability, or sexual orientation.

As a church community, we strive for racial justice and peace. ELPC expects all of our employees to condemn systemic racism and speak out against any racist practices found in the workplace. Each of us plays a part in this process. This is a fundamental policy and this applies to all employees, applicants for employment, and contractors.

**Please send Resumes and cover letter to: East Liberty Presbyterian Church, Human Resources Department, Rm. 103, 116 S. Highland Avenue, Pittsburgh, PA 15206-3911**