

## Facilities Manager - Job Description



### ROLE SUMMARY:

The Facilities Manager serves the staff of CCB and TCS, along with its members and students by serving as the caretaker of the church and school buildings and grounds. This includes providing custodial support for CCB and TCS facilities, general maintenance of church facilities, and groundskeeping.

### REPORTS TO:

Reports to Director of Operations

### QUALIFICATIONS:

- A vital and active relationship with the Lord Jesus Christ.
- Agreement with the theology and mission of CCB and the PCA
- Godly character, marked by the grace of Jesus.
- Valid WA driver's license, a clean driving record, and reliable transportation.
- Ability to produce consistently high quality work with little or no supervision. Growth mindset.
- Must pass a background check and complete a training about child abuse prevention.
- Ability to work well with others, positive attitude and positive approach to problem solving, able to quickly and creatively solve problems.
- Able to lift up to 50 pounds.
- Willing to become a member at CCB.
- Hungry, humble and smart.

### SPECIFIC DUTIES & RESPONSIBILITIES:

#### Custodian

- During TCS school days, provide janitorial service to all school facilities, ensuring proper cleaning of all classrooms, office areas, restrooms and common areas. Monitor building cleanliness and room and building usage throughout the week.
- Provide janitorial service to all church buildings and offices, ensuring buildings are cleaned and prepared for Sunday services, and providing staff a clean office environment.
- Order and maintain appropriate inventory of custodial supplies and maintain good relationships with vendors.
- Train other church janitors to provide janitorial service during vacation and sick days.

#### Facility Maintenance

- Work closely with Deacons, the Building & Grounds Committee, and Aesthetics Committee for guidance on maintenance of CCB and TCS facilities. Provide day-to-day oversight for building maintenance. Work with Deacons, committees and Director of Operations to plan annual maintenance budgets and capital projects.
- Work with city sanitation services to ensure trash and debris is removed from the church and school weekly.
- Perform minor maintenance and upkeep, including handy-man, painting and light carpentry, prioritize specific projects, work with contractors when necessary.
- Ensure that church properly utilizes storage areas, and maintains inventory of tools and supplies.
- Ensure proper opening and closing of church facilities.

#### Groundskeeping

- Primary caretaker of church grounds, working, or coordinating with volunteers for work including landscaping, snow removal, and parking lot maintenance.
- Oversee the removal of any trash, litter or debris from the exterior of church properties, during week and before Sunday services.
- Maintain equipment to extend longevity and efficiency

#### Other Facilities Responsibilities

- Manage HVAC equipment and room needs depending on weather and season.
- General understanding of the heating and cooling systems, plumbing, electrical, and landscaping equipment and tools inside and outside of buildings.
- Completion of room set ups for regularly scheduled and special events for CCB and TCS, including supervision of volunteers for special events.
- Be available for emergencies of those using church facilities, prepared to do other custodial or maintenance duties as needed.
- Other duties as assigned.

**Schedule:** Sunday - Thursday (Hourly Employee) with occasional weekend responsibilities

**Hours:** Full-time, 40-50 hours per week (must be available for misc. special events, church meetings, etc. as needed)

**Salary:** \$23 - 27 per hour DOE, paid monthly on the 5th of each month.

**Vacation:** Two weeks floating vacation, 5 personal days

**Benefits:** Health Benefits, Retirement match (3% after one year of employment)