

Position: Facilities Manager

Wesley United Methodist Church

Last Update: February, 2020



502 East Front Street | Bloomington, IL 61701
phone 309.827.8046 | www.wesley-umc.com

Immediate Supervisor:	Business Administrator
Position Type:	Part Time, Salaried
Work Schedule:	20 hours/week, Monday-Friday and as emergencies require
Position Objective:	The Facilities Manager supports the Church's mission, vision, and values by providing an attractive, clean, safe and functional facilities for our Church and its activities. The Facilities Manager is the lead manager responsible for all maintenance of the grounds and building of the Church.

Principal Duties and Responsibilities

1. Maintain plans for maintenance and cleaning of the grounds and building
 - Maintain cleaning and room set-up schedules
 - Maintain and follow a system of preventive maintenance, including logs for maintenance on major building equipment or systems such as fire alarms, security, emergency generator, sump pumps, and HVAC systems
 - Develop a schedule of seasonal services, such as window-washing, carpet cleaning, gutter cleaning
2. Manage the maintenance of the grounds and the buildings
 - Coordinate use of church facilities and equipment
 - Supervise the custodial staff in carrying out the cleaning and room set up schedule
 - Oversee scheduling of custodial staff to insure provision of facilities, staff, set-up and security for special events, meetings, weddings, etc., as required
 - Oversee maintenance of vehicles
 - Purchase cleaning and maintenance supplies
 - Oversee contracting of lawn mowing, trimming, and snow removal
 - Oversee the maintenance of custodial tools and equipment for proper operation
 - Work with and advise committees on special projects such as sound and AV systems, interior decorating, landscaping, safety and security
 - Monitor the emergency generator
 - Perform repairs when possible on plumbing, electrical, HVAC system, and minor carpentry needs
 - Arrange for professional maintenance when necessary for plumbing, electrical, HVAC and carpentry needs in consultation with the Directing Pastor
3. Be the primary contact and respondent for all emergencies involving the grounds and buildings
4. Be the primary contact for maintenance needs at the parsonage
5. Advise the Staff, Trustees, and Church committees on the conditions and needs of the Church' facilities
6. Attend weekly staff meetings
7. Attend monthly Trustees' meeting
8. Investigate capital purchases of building equipment or furnishings as needed, getting bids and making recommendations to the Directing Pastor

Qualifications/Skills, Abilities and Education Requirements

Education Level: General education and specialized training or experience

Essential Skills:

- Excellent communications skills, both written and oral
- Ability to work effectively and independently with all persons within the church
- Strong leadership qualities, organizational and personnel management experience
- Demonstrated general knowledge or building safety and security requirements
- Demonstrated general knowledge of maintenance and repair skills such as carpentry, painting, electrical, plumbing and HVAC systems
- Ability to represent the church professionally and effectively with vendors, contractors, city officials and others in a variety of settings
- Demonstrated understanding and appreciation for diverse cultures

Desirable Skills:

Computer or special equipment knowledge:

- Knowledge of sound, AV, phone systems, networking and other technology

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position.

To Apply: *Please send a resume and cover letter addressing your experience by the preferred date of Monday, March 23, 2020 to Myrna Simpson, Business Administrator, via email at msimpson@wesley-umc.com or mail to the church at 502 East Front Street, Bloomington Illinois 61701.*

Questions: *For additional details and questions about this position contact Myrna Simpson, Business Administrator, at 309.827.8046 or email msimpson@wesley-umc.com.*