

Position Type: Exempt
Category: Regular, Full-time position
Classification: C
Reports to: Director of Operations

Ministry Summary

Manage the operations and projects of facilities team regarding custodial, grounds and building maintenance, remodeling, and construction activities on the Brentwood UMC campus

Essential Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

RESPONSIBILITIES

Facility and Grounds –

- General oversight of facility operations, maintenance, repair, care, and cleaning through
 - Supervision of facility team and their week-to-week workflows
 - Oversee issues keys or other access to various buildings and mechanical rooms
 - Short-term and long-term maintenance management of mechanical, electrical, fire/life/safety, plumbing, and waste management systems
 - Assist with preparation of facilities management budget and special budgets for future building and remodeling projects
 - Oversee vendor relationships in collaboration with facilities team
 - Inspect facility and grounds routinely to look for issues
- Oversee special events hosted on our campus, to include UM-related events, training events, community (outside) events, and church-wide events in coordination with relevant ministry team
- Maintain working relationship with staff from other departments to ensure facilities needs and problems, are quickly communicated, identified, and resolved
- Maintain updated inventory of building furnishings (excluding media and technology)
- Oversee work order and equipment life cycle management software
- Research and estimate costs of facilities projects including costs for labor, equipment, and materials.
- Oversees construction and design projects to ensure compliance with applicable codes, regulations, architectural standards, and contractual requirements securing any city permits required for events
- Performs or facilities inspections of all parts of the organization's grounds and facilities; oversees routine renovations, maintenance, and installations when necessary.
- Maintains a recordkeeping system documenting facility use, maintenance schedules, property & liability insurance, and any other information required by internal policy or local, state, and federal agencies.
- Maintains design and construction records.
- Collaborates with Director of Operations and other staff to review and update the organizations physical master plan.
- Work with our two schools on campus (Day School and the Early Learning Center with cleaning, maintenance and repairs relating to the facilities
- Work on any assigned special project as needed

Competencies

- Project management experience
- Ability to discern the maintenance needs of building and equipment
- Budgeting experience
- Strong negotiating skills

- Understanding of laws and regulations along with the willingness to keep up with changes
- Familiarity with construction, architecture, and various systems, such as HVAC and electrical
- Moderate level of competency in Outlook, Word, Excel with ability to learn other computer programs quickly and use them proficiently (e.g., church management and event scheduling software)
- Highly organized and detail oriented with the ability to juggle multiple tasks and priorities
- Enjoys a team environment and a job they can build, grow, and evolve
- Ability to handle sensitive information with the highest degree of integrity and confidentiality
- Good written and verbal skills and a strong work ethic
- Maintain grace and poise under pressure
- Strong interpersonal skills and supervisory experience
- Leadership skills and experience in supervising, coaching, and evaluating staff performance

Education and Experience Requirements

- Bachelor's degree or related field experience required
- Three (3) – five (5) years of facility management & building operations experience preferred

Supervisory Responsibilities

This position manages the facilities team and the Project & Scheduling Coordinator. Position requires leadership skills and experience in supervising, coaching, and evaluating staff performance.

Work Schedule and Number of Hours: Exempt, Regular Full-time, 40 Hours, Monday – Friday. Evenings and weekend work required.

Physical Requirements: Must be able to sit, stand, or walk for long periods of time, and lift and move items up to 50 pounds occasionally. While performing the duties of this job, the employee will work inside the church building and outside on the grounds. Position requires employee to walk, reach, bend, stoop, kneel, crawl, climb and stand for extended periods of time. Position also requires the ability to have complete mobility throughout the building and on the church grounds.

Expected Hours of Work

Days and hours of work are Monday – Friday, 40+ hours per week. Occasional weekend and evening hours required for special events and meetings. This position does not qualify for remote work.

Travel

Travel is primarily local during the business day to meet with vendors and attend meetings, although some out-of-the area and overnight travel may be expected.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.