

Position:	FACILITY MANAGER
Reports to:	Office Manager
Position provides oversight to:	Volunteers, as recruited
Estimated time commitment:	0.5 FTE (20 hrs/week)

Overview

The Facility Manager is responsible for the maintenance, appearance and efficient operating of the building and grounds of Grace Point Church. This role will also facilitate external rentals and internal ministry facility use and effectively organize and oversee volunteers, trades and contractors. The Facility Manager will work in close consultation with the Board of Trustees (BOT) or identified contact.

Key Responsibilities

Facility Rental/Usage Duties

- Act as primary contact person for scheduled rentals or facility events; coordinate with approved external users/renters
- Act as primary day-to-day liaison with long-term preschool lessee
- Proactively monitor facility calendar and coordinate with office or ministry staff to anticipate and ensure smooth transitions between user groups
- Preparation of facility for events including set up/take down of chairs/tables for ministry needs and for rentals (e.g., funerals) or arrange for someone else to cover
- Unlock/lock facility for external rentals or groups as required
- Ensure building is securely locked up each evening/after each event
- Able to program fobs or adjust door security lock schedules as required
- Provide facility and safety procedure orientations for staff/volunteers and external facility users as appropriate (e.g., sliding door use, setting alarm, kitchen equipment safety, emergency exits, first aid locations, muster point)
- Responsible for preparation of the baptism tank and post-baptism shutdown
- Coordinate with bylaw officers, police or other parties to address safety or unauthorized use of parking lot

Custodial Duties

- Responsible for general cleanliness and tidiness of public areas
- Organize garage, shed and storage areas in conjunction with relevant ministry leads
- Oversee janitorial services and act as primary liaison with contract janitorial service
- Respond to calls from security alarm company and facility-related emergencies
- Change batteries in thermostats. Check thermostat programming regularly and adjust seasonally or with changes in use
- Adjust exterior lighting schedule seasonally, change all clocks for daylight savings time
- Monitor and re-stock facilities supplies including janitorial supplies, paper products, groundskeeping and basic kitchen disposable supplies. Order or coordinate with office for placing new order and deliveries.

- Schedule regular cleaning services e.g., carpet, VCT floors, kitchen drain, kitchen exhaust
- Minor assembly or mounting of furnishings, shelves or hangings
- Regular clearing of Lost & Found
- **Interior and Exterior Maintenance**
 - Perform basic maintenance (light bulbs, batteries, emergency light packs, lock and door closures, minor plumbing, minor wall repair and paint touch-ups) as required
 - Work with volunteers with at least a basic maintenance skill set to assist with certain tasks. E.g., spring cleanup outside, minor repairs if they are qualified
 - Organize and oversee appropriate trades or qualified volunteers
 - Identify and consult with the BOT to ensure the heating, lighting, electrical fixtures and appliances, plumbing and mechanical is in proper working order and major expenditures are anticipated
 - Schedule service calls for maintenance (i.e., HVAC, fire protection) Be available at those service calls or repairs to open doors and be there for any questions.
 - Establish a preventative maintenance schedule for cleaning, lubrication, etc. of equipment and facility hardware
 - Assist with establishing facility-related budget lines and identifying/costing new acquisitions
 - Winterize outdoor maintenance equipment. (i.e., snow blower, lawn mower)
 - Responsible for maintaining/operating baptism tank pump and heating systems
 - Proactively look for opportunities to operate the facility more cost-effectively and with greater energy efficiency
 - Arrange for proper and safe disposal of unused assets or expired inventory
- **Safety**
 - Primary contact for fire inspections and responsibility for implementing fire safety recommendations in consultation with the BOT
 - Perform scheduled monthly, bi-monthly and annual fire extinguisher testing or re-charging, as required
 - Ensure annual filing of Epcor backflow assembly test results
 - Maintain required chemical datasheets
 - Monitor inventory, expiry dates and re-stock first aid kits and AED regularly
- **Groundskeeping**
 - Ensure entrances are clear of snow/ice, leaves or sand when necessary, such as when snow removal company is not able to come and clear prior to a normal workday or service.
 - Help arrange/hire a snow removal company each year to clear snow. Be the main point person and communicate any issues.
 - Oversee and book snow removal/ice chipper of the parking lot as needed
 - Oversee and book spring parking lot cleaning if needed.
 - Oversee and work with the BOT for lawn, mulch beds, shrub and tree care
 - Oversee and work with any summer maintenance students for outdoor care
- **Other**
 - Proactively communicate and coordinate facility activities with office staff
 - Other duties as assigned or approved by the Board of Trustees or Office Manager

Standard Requirements

- Adhere to high standards of performance, conduct and reliability
- Implement basic principles of mutual respect, consideration, and cooperation
- Participate as a positive team member with other Ministry Team members and church family leaders
- Must have a valid driver's license and vehicle
- Must be willing to carry a cell phone and occasionally respond to urgent issues off-hours

Qualifications

Experience

- Experience working with customers, renters, tenants or similar preferred.
- Demonstrated experience at performing minor repairs

Skills/Competencies

- Knowledge of custodial activities and minor repair and maintenance tasks
- Excellent problem-solving skills
- Basic technical skills
 - Computer: Basic Excel, Outlook and Word skills
 - Program Thermostats
 - Use Door Access Control software
- Must be physically capable (or plan by seeking volunteer assistance) to lift, push, pull and move equipment, supplies, etc., more than fifty (50) pounds throughout the workday.
- Must be able to work at heights in an environment that requires the use of ladders and lifts
- Must be capable of working with chemical agents and cleaning supplies
- Must function independently, possess good time management skills,

Key Attributes

- Must be flexible, reliable, and work effectively with all parties who use the facility.
- Must also be able to work well with various facility committees (e.g. maintenance, landscaping)
- Will take "pride of ownership" of the facility
- Role will require some flexibility to accommodate emerging or urgent issues. Working time may be evenings, however a minimum agreed upon daytime hours on site will be required.