

Position:	Facility Maintenance Manager
Reports to:	Lead Pastor, Office Administrator, Church Council
Description:	A key role in making sure the building and grounds are taken care of and functioning at their best.
Status:	Part-time as needed (fluctuating 2-10 hours per week)
Applicants:	18 years or older (as per Church Protection Policies)
Hourly Pay:	\$22

Job Vision

The Facility Maintenance Manager works in part with the Office Administrator and is responsible for the maintenance and appearance of the building and grounds of Grace Point Church of God.

Key Responsibilities

Facility Usage Duties:

- Oversee unlocking and locking the facility for external rentals or groups that do not have a fob.
- Respond to calls from security alarm company along with the facility team.
- Oversee the site host in setting up and taking down chairs/tables for ministry needs and ensures that the building is securely locked up after each external event.

Maintenance (Interior & Exterior):

- Maintain and submit timesheet on the 15 of every month.
- Be available with advance notice for special events such as conferences, elections, weddings, or funerals. In the case of these events, additional compensation will be provided as per the current rental agreement. The additional compensation will be added to employee's monthly payroll.
- Perform basic building maintenance (ie. light bulbs, batteries, adjust lock and door closures, minor plumbing, wall repair and paint touch ups) as required.
- Oversee and work with the Church Council to ensure the heating, lighting, electrical fixtures and appliances, plumbing and mechanical are in proper working order.
- Coordinate with the Office Administrator for any service calls that may need help outside of office hours (ie. Gateway Mechanical, Done Rite Fire Protection). Be onsite for those service calls to open doors and be available for any questions.
- Maintenance (or coordination of maintenance) of equipment such as vacuum cleaner, gym floor machine, handheld vacuum, etc.
 - o This includes maintenance of the vacuum by Regent Supply.
- Maintaining the parking lot (getting potholes filled, curbs fixed, etc).
- Coordinating with the Office Administrator for errands as needed (ie. eco station run, purchasing interior / exterior supplies, etc).
- Engage the facility team for help in projects.

- **Groundskeeping:**
- Help arrange/hire a snow removal company each year to clear snow. Be the main point person and communicate any issues.
- Oversee Sunday morning sidewalk snow removal.
- Oversee and book gravel / salting of the parking lot as needed.
- Oversee and work with the Office Administrator for lawn and shrub care.
- Oversee and book spring parking lot cleaning if needed.
- Winterize outdoor maintenance equipment (ie. snow blower, lawn mower).

Other Expectations and Qualifications

- Communicate with and update the Office Administrator, the Lead Pastor and Church Council as needed.
- Work with volunteers with at least a basic maintenance skill set to assist with certain tasks, (ie. spring cleanup outside, minor repairs if they are qualified).
- Other duties as assigned by the Council and/or staff agreed to by the employee, resulting in additional compensation or a gratuitous duty performed by the employee.

Qualifications

Knowledge:

- Knowledge of custodial activities and minor repair and maintenance tasks
- Basic technical skills:
 - o WhatsApp
 - o Program Thermostats

Physical:

- Must be capable (or should properly plan by seeking volunteer assistance if necessary), to lift, push, pull and move equipment, supplies, etc., in excess of 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.

Interpersonal:

- Must function independently, possess good time management skills, be flexible, reliable, and work effectively with all parties who use the facility.
- Must also be able to work well with various facility committees (ie. maintenance, landscaping).

Additional Item(s)

It is essential that the Facility Manager be flexible to accommodate the fluctuating weekly schedule. Some weeks there will be more activity, some weeks less. This may require working at various times of the day or evening – advance notice for all facility activity will be given as early as possible.

To Apply

Submit your resume and cover letter to office@gracepointchurch.ca.