

Facilities Manager



Job Description – September 2023 (draft)

Job Summary

The Facilities Manager is responsible for coordinating the regular upkeep and maintenance of the Calvary buildings

Duties and Responsibilities

- Volunteers
 - Identifies and recruits a team of volunteers to provide regular upkeep, maintenance within their competences, and improvements to Calvary's buildings
 - Writes simple job descriptions or tasks lists and provides volunteers the training and tools to succeed
 - Build and maintains relationships with volunteers, communicating pastoral needs to the pastoral staff
- Maintenance Contracts
 - Reviews, renews, and manages our building-related maintenance contracts
 - Coordinates and supervises repairs and maintenance above the ability of volunteers
- 817 14th Street
 - Ensure appropriate maintenance at house owned by the church
 - Work with Executive Pastor on leasing, as needed
- On-call
 - Is on-call for building and 817 emergencies

Supervises: Volunteers

Supervisor: Executive Pastor

Conditions and Compensation

- 5-10 hours/week
- Compensation \$30/hour starting
- 6-month reviewable trial period
- Professional Expenses and benefits per Calvary Employee Manual