

## Job Description: Facilities Manager

St. John's Lutheran Church  
Salisbury NC

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Summary: The Facilities Manager will be a member of the church staff acting as primary contact for buildings, property, and equipment issues of the congregation. He/she is accountable in four (4) areas:

1. Support of authorized ministries, programs, events, and projects;
2. Cleanliness, sanitation, maintenance, repair of buildings, property and equipment;
3. General safety and security of buildings, property, and equipment; and
4. Development and management of facilities staff for cost effective operations.

### Areas of Influence

1. Hires, supervises, and terminates facilities staff
2. Collaborates with the Business Manger and Property Committee on such issues as capital purchases, subcontracting, budgeting, work force capacity, and replacement planning.
3. Serves as an *ex officio* staff liaison (without vote) of the Property Committee, providing technical expertise, team-mindedness, and a continued focus on the congregation's mission
4. Accountable for all congregational property assets

### Responsibilities (typical, but not limited to)

1. Assures assistance and general support for worship ministries, programs, events, and projects
  - a. Sets up, knock down and cleans on timely basis
  - b. Coordinates and facilitates for successful outcomes
  - c. Reflects a positive member/service attitude
2. Provides cleaning, sanitation, maintenance, and repair of buildings, property, and equipment
  - a. Building cleanliness and climate control rendered in a user-friendly manner
  - b. Exterior landscapes well maintained and attractive
  - c. Programs, systems, procedures developed for supply purchasing and inventory control. Vendor relations nurtured for service and cost effectiveness.
3. Installs equipment and systems, maintains procedures to enhance facilities, security, and safety.
  - a. Maintains regulatory and common sense standards for safety regarding electrical, elevator, kitchens, playground, boiler and automotive equipment.
  - b. Researches and develops security systems that minimize threat to personal safety and property loss or damage.
  - c. On call for emergency response calls.
4. Develops staff, organizational systems, and program management for effective operations.
  - a. Demonstrates leadership focused on quality mission accomplishment.
  - b. Regarded as team player among staff and for the benefit of congregation.
  - c. Operates department with sufficient documentation related to service quality, cost effectiveness, and effective asset management.

### Expectations of all staff members

1. Be a committed follower of Jesus Christ and embrace the mission of St. John's Lutheran Church
2. Develop annual professional/personal goals that are shared with supervisor at time of evaluation
3. Attend and be fully engaged in weekly staff devotions and the weekly full-staff meetings
4. Commit to the ELCA's *Vision and Expectations* for church leaders
5. Commit to a healthy embrace of staff supervision and evaluation
6. Understand and adhere to the congregation's personnel guidelines, including the protocol for staff grievances, the Child Protection Policy, and the Digital Communications Policy.
7. Commit to upholding staff trust and integrity
8. Understand triangulation, conflict management, and creating healthy space for challenging conversation.

The Facilities Manager is a full-time, exempt position under the direct supervision of the Business Manager.

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