**FACILITIES AND SAFETY MANAGER**

Classification: Full Time Exempt

Reports To: Executive Pastor

Date: Aug 22, 2019

**JOB DESCRIPTION**

The Facilities and Safety Manager is a servant leader who will work under the direct supervision of the Executive Pastor and in harmony with other staff members and ministry team leaders in fulfilling the church’s purpose and vision to “Connect people with God and others!”. This critical role serves Summit Christian Center by coordinating, managing, planning and executing various improvement, repair and maintenance projects as well as oversees staff and volunteers on the facilities, janitorial and safety teams.

**RESPONSIBILITES AND DUTIES**

* Serves as direct oversight to the facilities and janitorial teams
* Runs the day to day operations of the department
* Assigns work, sets goals and timelines
* Works alongside team members to accomplish all goals
* Performs semi-annual performance reviews
* Provides and receives feedback on a regular basis
* Creates employee schedule to ensure coverage of business hours and ministry meetings/events
* Recruits and trains volunteers within the facilities scope of work
* Will follow Summit Christian Center’s C.A.R.E. model for all employees and volunteers
* Participates in hiring when a facilities position is open
* Serves as the staff oversight for the volunteer safety team and BCSO deputies
  + Conducts quarterly volunteer and core team meetings/trainings
  + Collects weekly feedback and provides to direct oversight
  + Provides feedback and solution for escalated issues
* Meeting/Training requirements
  + Attends executive meetings and provides updates to executive team as requested
  + Conducts meetings with ministry leads including learning center director/oversight on a regular basis in order to identify current needs and develop future plans
  + Provides training to volunteers/staff on closing and building procedures as needed
* Keeps detailed records of all communications, contracts, invoices and any other facilities related
* Serves as contract and preventive maintenance point of contact
  + Negotiates pricing and services provided
  + Builds relationships with vendors
  + Schedules preventive maintenance and service calls
  + Contracts include but are not limited to:
    - Landscaping and irrigation
    - Building security system
    - Air conditioning/chillers
    - Pest Control
    - Elevators
* Adheres to all accounting guidelines in the planning and execution of all procurement, maintenance and repairs. Plans and executes budgets for facilities and safety team including:
  + Contracts
  + Emergency repairs
  + Supplies
  + Team meetings and appreciation
* Manages swipe key security system
  + Maintains operability
  + Programs all adjustments
  + Manages users
  + Issues cards and manages inventory
* Oversees the coordination of improvements, repair, building space allocation and layout
  + Personally inspects all construction and installation during projects
  + Quality Control - Personally signs off on all vendor repairs or modifications
  + Keeps accurate records of space plan
  + Schedules and executes office/classroom/meeting space/common area modifications
  + Manages and assists with all set up/tear down of ministry functions/meetings
    - Trains volunteers teams on proper set up/tear down/storage of tables, chairs and other corporate assets
* Manages work order system
  + Assigns, executes and assures completion of any generated work order via the work order system
  + Provides requestor with written updates as work is planned and completed
  + Provides weekly ticketing report to oversight and senior leadership as requested
* Company Vehicles
  + Executes and schedules routine maintenance and repairs
  + Ensure vehicles are safe according to manufacturer’s recommendations
  + Maintains the readiness of the golf cart fleet by reporting and assisting with any required refueling, routine maintenance, cleanliness and upkeep
  + Any broken/missing equipment and supplies will be reported immediately
  + Will train all employees and volunteers on vehicle safety to include on the road training before they are added to Summit Insurance
* Preventive Maintenance (PM)
  + Develops, executes and schedules a PM schedule for all systems
* Responsible for the successful passing of any inspections or certifications required by the city, state, etc.
* Responsible for safety program including fire, safety, first aid, etc and conducts meetings as needed to ensure all parties are informed of any adjustments required

**COMPENTENCIES**

* Customer/Client Focus
* Problem Solving/Analysis
* Project Management
* Analytical Skills Required: Must look at a lot of different information and make decisions based on needs and budget concerns.
* Communication Skills Required: Will talk to and direct employees, and work with leadership to make sure the job gets done. Being able to clearly explain what needs to be done will be necessary.
* Attention to Detail Required: Quality control. Making sure cleaning, upkeep and safety standards are maintained, or efficiencies are discovered, is key.
* Leadership Skills Required: Must motivate and coordinate employees, as well as deal with any disciplinary issues that may come up

**POSITION TYPE/EXPECTED WORK HOURS OF WORK**

This is a full-time position. Standard days and hours are Monday – Thursday 8:30 a.m. to 5:00 p.m. However, the position requires overnight on-call duty and the ability to work during nonstandard hours when the need arises including several weekends.

**SUPERVISORY RESPONSIBILITY  
This position s**upervises various contracting crews, including parking attendants, janitors and building maintenance personnel.

**WORK ENVIRONMENT**Work is regularly performed in a combination of professional office and shop environments and is regularly exposed to airborne particles, dust, odors, oil, fumes, noise, moving mechanical parts and vibration. The employee is occasionally exposed to outside weather conditions.

**PHYSICAL DEMANDS/REQUIRMENTS**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

* Ability to ascend and descend staircases
* Constantly position self to stoop, kneel, crouch and use ladder
* Able to extend hands and arms to complete assigned tasks
* Must be able to remain in a stationary (sitting or standing) position for an extended period of time
* Must be able to push or pull objects and carts when needed
* Must be able to move objects horizontally, from position-to-position
* Exert up to 50 pounds of force occasionally, up to 35 pounds of force frequently, and up to 20 pounds of force constantly to move objects
* Express and exchange ideas by means of spoken word
* Ability to receive detailed information through oral communication, and to make the discriminations in sound
* Repeat movements and motions of the wrists, hands, and fingers
* Required to have close visual acuity to perform an activity such as, but not limited to:
  + Viewing a computer screen
  + Reading written documents
  + Determining accuracy, neatness, and thoroughness of the work assigned or to make general observations of event structure and layout
* Subject to both inside and outside environmental conditions.
* Subject to noise, there may be noise to cause the worker to shout in order to be heard above ambient noise level

**TRAVEL**No travel is expected for this position.

**REQUIRED EDUCATION AND EXPERIENCE**

* Minimum of three to five years of progressive experience and responsibility in a maintenance field, two of which were holding a supervisory position directing a multifunctional maintenance staff.
* 3+ years of mechanical, plumbing, or construction hands on experience is required
* Must have windows based computer knowledge and be able to communicate via email and the ability to utilize automated software to augment, program and control facilities/building related systems.
* Must display excellent administrative skills
* Must display the ability to management multiple projects at the same time
* Must be highly organized and have the ability to multi-task
* Must be available on an on-call basis after hours
* Must be able to work independently with little or no supervision
* Must pass background check

**PREFERRED EDUCATION AND EXPERIENCE**

* Experience working for or with non-profit organizations is desired
* Experience in managing maintenance, construction, safety and facilities projects and contracts is desired
* The ability to review contracts and negotiate services is desired

**ADDITIONAL ELIGIBILITY QUALIFICATIONS**

* Must adhere to employee handbook
* Must be eligible to work in the US

**OTHER DUTIES**Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. 

**SIGNATURES**This job description has been approved by all levels of management:

Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_