

April 3, 2017

JOB DESCRIPTION AND ESSENTIAL ACTIVITIES Facility Manager

**Lake City Presbyterian Church
Seattle, Washington**

Summary

This is a full-time position, exempt position, working 40 hours per week, maintaining the building in excellent working order, and providing custodial services for the church, our three primary tenants, and occasional renters. Most work hours are scheduled Sunday through Thursday, but also include some evenings, nights and Friday/Saturday as needed by events and activities at the Church to open, close, or manage Church activities.

The FM demonstrates initiative, a desire for excellence, a positive work ethic, the capacity to work well with people, and the flexibility to respond to needs throughout the church facility. The position requires good physical condition, with the ability to lift heavy object of 45 pounds, climb ladders, have a proficiency with hand and power tool used in common maintenance activities, and work with others in the completion of tasks as needed.

This position is subject to the authority of the Session of the church, and under the direction of the pastor, in conjunction with the Building and Grounds Committee, subject to annual review by the Personnel Committee.

Responsibilities

1. Oversee all building maintenance and upkeep to include lighting, electrical, plumbing, HVAC, alarm system(s), security systems, etc., as necessary to maintain operations and economy.
 - Conduct periodic inspections and evaluations of building maintenance and upkeep needs.
 - Identify deficiencies and hazards that require repair and/or maintenance and communicate the information to Building and Grounds and/or Session, requesting necessary funding or support to rectify the issues. Maintain a log of the same.
 - Maintain a log of all major projects and vendor work conducted for tracking purposes.
 - Maintain an ongoing maintenance schedule and log(s) for equipment and facilities requiring periodic scheduled maintenance as per the manufacturer or vendor, and for regulatory or certification purposes not limited to include: boiler, fire extinguishers, fire alarm tests, kitchen inspections, storage safety inspections, general facility safety. Works with and is the liaison for maintenance vendors with the church.
2. Supervise any additional custodial or event staff.
3. Schedule, perform, and/or direct daily, weekly, monthly, and annual cleaning and maintenance needs throughout the building.
4. Manage or direct procurement of routine supply needs for the facility.

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5. Arrange for routine disposal of garbage and recycling, and debris requiring offsite disposal.
6. Use and coordinate volunteer support for maintenance and cleaning needs as availability allows. This includes oversight of the work done by the Tuesday morning volunteers known as God's Helpers.
7. Work with event principals to coordinate event set up and take down needs for Church events. Primary tenants (HIP, LLC, Bethany) are responsible for their own set-up needs, with the Facility Manager acting as a consultant only, unless additional services are paid for.
8. Train volunteers and staff in the use of audio and visual equipment, kitchen equipment, and other mechanical equipment (furnace, boiler, etc.), and limit use to authorized persons.
9. Provide Session with information about facility use issues and provide policy and facility recommendations for resolutions. Communicate funding and budget needs to the Building and Grounds Elder, or to Session directly.

Special Events

In regards to special events such as memorials, weddings and outside renters using our building, the Facility Manager may provide necessary custodial and technical help, to be separately compensated through event fees. Payment comes through the church payroll system, and is in addition to salary. These renters include those who have regular, ongoing contracts with us, and those who wish to schedule single events. When unavailable for this extra work, the FM recruits and manages others who will provide event services.

The FM shall approve facility rentals and coordinates with the church secretary to schedule these special events, creating contracts with each to specify fees charged, space needs, proper use of the facility and any requests for services beyond the normal janitorial services offered in their rental agreements. The FM receives all necessary deposits and fees. Priority for space use will be given first to Lake City Presbyterian Church, then to our three primary tenants, then to regular users, and finally to single events.

The FM will confer with office staff regarding requirements for memorials, weddings and outside events, and work with event principals to provide those services. Provide facility users with appropriate instructions for user events, and the use of supplies and equipment.