

Job Description
Facilities Manager
Hope Evangelical Lutheran Church of Seattle, Washington

General Summary: Our growing church and school is currently in need of a responsible individual to fill the position of Facilities Manager. The successful candidate will oversee the church and school facility operations and grounds, including repairs and maintenance, capital projects, building security, furnishings, and janitorial and grounds keeping to ensure that the campus is clean, safe, in good repair and welcoming for all who come to Hope to be served.

Department, Status	Church, Part Time, Non-exempt
Supervisor	Parish Administrator
Hours per week	20 hours per week, year round. Must keep some office hours during church office hours, M-Th, 8:30A to 5P.

Duties and Responsibilities:

- Ensure that the building systems (mechanical, electrical, plumbing, and HVAC) are inspected, maintained and repaired to ensure optimal operating results. (HVAC, elevator, fire safety system are on contract).
- Oversee and supervise building maintenance and repairs.
- Oversee the replacement of furnishings (excludes office and IT equipment. Also excludes classroom furnishings which are handled by the school).
- Coordinate the bid process and implementation of new capital projects using volunteers where possible.
- Ensure adequate custodial and maintenance supplies inventory and order items as necessary.
- Oversee utilities (recycling, compost, garbage, water, sewer, gas).
- Manage custodial staff and vendors. Contract with new crews.
- Event Management – for campus events, work with other staff and volunteers to ensure that the campus is prepared for visitors (signage, security, setup, temperature, cleaning).
- Oversee grounds keeping and snow removal volunteers and services. Coordinate the annual Campus Clean-up Day.
- Oversee and coordinate any necessary pest control services
- Oversee building access (both the physical system and the digital system).
- Oversee building security (including the surveillance system and security volunteers).
- Ensure compliance with all safety and security protocols.
- Ensure compliance with local, state and federal regulations as it pertains to the facility and grounds.
- Work with staff and volunteers to make sure building storage areas are kept clean, organized and up to code.
- Must be available to be called for infrequent emergency situations.

Minimum Qualifications:

- Must believe in and support the mission and vision of Hope Lutheran Church & School.
- High school diploma or equivalent
- Managerial experience and abilities, as well as knowledge of obtaining and evaluating vendor bids, equipment and building repairs, purchasing supplies, grounds keeping.

- Proficient PC and network computer skills
- Intermediate level expertise in Microsoft Excel and Word
- Good verbal communication, interpersonal and customer service skills, and strong work ethic
- Analytical Skills: Must be able to look at a lot of different information and make decisions based on needs and budget concerns.
- Communication: Must be able to effectively communicate with staff, vendors and volunteers to make sure tasks get done.
- Attention to Detail: Quality control is very important--Making sure cleaning, upkeep and safety standards are maintained and efficiencies are discovered.

Work Conditions:

- 70% office environment, 30% around campus
- 70% sitting and working on computer
- 30% walking, standing, helping with repairs, etc.