

WADE BAPTIST CHURCH
Job Description

JOB TITLE: **FACILITIES MANAGER** (part-time)

REPORTS TO: Office Administrator

Description:

The Facilities Manager is responsible for the overall maintenance, safety, functionality, and cleanliness of all church buildings and grounds. This position ensures that facilities are properly maintained to support the church's worship services, ministries, and community outreach activities. The Facilities Manager supervises any maintenance staff and works closely with church leadership to manage facility operations, budgets, projects, and vendor relationships. This position requires a mix of office work, hands-on maintenance, and active movement around church property. Flexibility in hours is expected, including occasional evenings, weekends, and holidays based on church activities. They should also be a committed follower of Jesus Christ and align with the mission and values of Wade Baptist Church.

Qualifications:

Required:

- Born-again believer and disciple of Jesus Christ
- High school diploma or GED
- Minimum 3–5 years of experience in facilities management, maintenance, or building operations
- Strong working knowledge of HVAC, electrical, plumbing, construction, and general maintenance
- Excellent organizational and time-management skills
- Ability to work with minimal supervision and work collaboratively with other teams and staff
- Ability to direct other maintenance help if necessary
- Strong problem-solving and communication skills
- Physically able to perform maintenance tasks (lifting, climbing, standing, etc.)
- Availability for emergency facility issues outside normal hours
- Pass pre-employment background check and training

Preferred:

- Experience in a church, school, or nonprofit environment
- Trade certifications (HVAC, electrical, plumbing) or facility management certification (e.g., CFM)
- Familiarity with building management systems and event scheduling software
- A heart for ministry and alignment with the church's mission and values

Duties & Responsibilities:

1. Oversee all maintenance, repair, and upkeep of church buildings, grounds, systems (HVAC, plumbing, electrical, lighting), and equipment
2. Ensure all tools and equipment are properly stored, well-maintained, and in good working order to support daily operations and repairs

3. Develop and implement preventative maintenance schedules
4. Conduct regular inspections of facilities and grounds to identify and resolve issues proactively
5. Ensure compliance with local, state, and federal building codes, safety regulations, and health standards
6. Maintain records of inspections, repairs, warranties, and service agreements
7. Develop, monitor, and manage assigned budgets related to facilities in coordination with the Budget & Finance committee
8. Maintain inventory of janitorial and maintenance supplies
9. Direct, schedule, and support other maintenance and custodial staff as needed under direction from the Church Administrator
10. Open, close, and prepare facilities as needed, including setups and breakdowns for worship services, meetings, classes, weddings, funerals, and other events
11. Ensure facilities are restored promptly and appropriately after use
12. Serve as on-site point of contact during events as needed
13. Manage small to mid-size construction, renovation, or repair projects
14. Work with outside contractors, service providers, and inspectors as needed
15. Obtain bids and monitor contractor performance to ensure work is completed on time and within budget
16. Maintain an inventory of supplies, equipment, and tools
17. Recommend capital improvements and long-term facility planning strategies
18. Ensure security systems and protocols are functioning and updated
19. Maintain a safe and clean working environment
20. Attend staff meetings as requested
21. Collaborate with other staff in planning and executing church-wide events
22. Maintain confidentiality and discretion regarding all church business and information
23. Follow all church policies and procedures
24. Represent Wade Baptist Church in a Christ-like, helpful, and respectful manner at all times
25. Dress in a casual, yet professional, manner
26. Perform other duties as assigned by Office Administrator or Senior Pastor