# Facilities Manager

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<tr>
<th>ACCOUNTABLE TO:</th>
<th>ROLE SUMMARY</th>
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<tr>
<td>Executive Director of Ministry Resources</td>
<td>The Facilities Manager is a member of PAC’s Ministry Resource Team which supports all of the ministries and initiatives of the church. This person is responsible for the maintenance of the PAC facilities and grounds, managing PAC’s custodial staff and being a liaison with all outside contractors related to maintenance or repairs, in a highly organized and detail-oriented manner that demonstrates flexibility and strong interpersonal skills.</td>
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<th>STATUS:</th>
<th>REQUIREMENTS</th>
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| Full-time exempt (some weekends) | • Basic plumbing, electrical, painting, and carpentry skills  
• Groundskeeping and outdoor building maintenance abilities  
• Attention to detail to ensure that all jobs are completed in an exemplary manner  
• Physical ability to handle a full day of being active and working on the building  
• A strong work ethic  
• A commitment to excellence  
• Strong and consistent interpersonal skills |

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<th>QUALIFICATIONS:</th>
<th>PRIMARY RESPONSIBILITIES</th>
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| • Associate’s Degree in Facilities Management or related field and/or five years of relevant professional experience with at least one year in a supervisory capacity  
• Any combination of training, education and experience that would provide the required knowledge, skills and abilities | • Performing routine maintenance and mitigating risks by applying preventative measures and fixing potential safety hazards around the building such as:  
• fixing structural damage  
• addressing damaged electrical wiring  
• repairing broken or leaking plumbing to avoid water damage and restore full use of water fixtures  
• painting the building when old paint has become faded or chipped  
• maintaining the building HVAC equipment in order to keep climate control in the facility functioning properly  
• Develop a long-term maintenance and repair/replacement plan  
• Request and review outside bids for all facilities and grounds related contracts  
• Coordinate any special repair jobs such as HVAC, plumbing, electrical, sewer, roofing, windows, drywall, carpet, painting and elevator repair etc., including those with outside vendors  
• Order, stock & replenish maintenance related supplies  
• Oversee PAC Maintenance Request database and prioritize their completion  
• Oversee PAC custodial staff, budget and supplies (provide/perform custodial/custodial services as needed)  
• Plan and prepare volunteer maintenance / repair opportunities as needed |

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<th>ORGANIZATIONAL SKILLS:</th>
<th>PASSIONATE ABOUT:</th>
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<td>Ability to work with and build a team; administration; written and verbal communication skills; organization; creativity; initiative; self-motivation; flexibility; ability to receive feedback; willingness to learn and adapt;</td>
<td>Serving with excellence and humility in the areas of teaching, modeling and encouraging stewardship.</td>
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<th>MEETINGS AND TRAININGS:</th>
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| • Monthly staff meetings and chapel  
• Monthly one-on-one meetings with the XDMR  
• Retreats and other trainings |
- Oversee all fire, safety, water and health inspections, permitting and reporting
- Inspect work performed by facility contractors to ensure that it meets specs and standards

**ANNUAL SALARY**
The annual salary for all staff are overseen by the Governing Board and determined based on factors such as experience, education, market factors, and others. For this specific role, the range is between $52K and $57K.

**DISCLAIMER**
The statements in this description are intended to describe the essential/non-essential nature of this position. It is not intended to be an exhaustive list of responsibilities. Other duties may be assigned as needed.

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By signing this job description you are agreeing to the descriptive (not prescriptive) nature of this position.

**SIGNATURE:**

______________________________

Date: