Facilities Manager 2026

Reports to: Senior Pastor
Status: Full Time **FLSA**: Exempt
Direct Reports: Facility Mgr. Asst., Custodian, Snow Removal, and Landscape Teams

The Facilities Manager (FM) is responsible for overseeing the management and operation of the church's physical facilities, including parsonages and the preschool. The FM provides oversight of the buildings, grounds, parking lots, equipment, building systems, security, and housekeeping, ensuring the facilities are fully operational, safe, clean, neat, and prepared for services and ministry activities. The Facilities Manager works with the CUMC Board of Trustees and Trustee Chairperson (TC) in a cooperative and transparent manner to facilitate oversight of relevant operations.

KEY RESPONSIBILITIES:

1. Manage and perform all work related to the maintenance and repair of facilities (including, but not limited to, building inspections, HVAC, plumbing, electrical, custodial services, landscaping, waste management, and security). Direct and supervise outside contractors to perform maintenance duties as needed.
2. Ensure all church facilities and grounds are ready for weekend services and weekday activities.
3. Ensure all facilities and mechanical property are properly maintained, including vehicles, mowers, plows, and snow removal equipment. Maintain records of work on mechanical property, vendor work, and seasonal/annual checklists.
4. Mow and maintain landscaping for all church facilities and grounds, including parsonages and the preschool.
5. Ensure all parking lots are plowed for snowfall greater than 1 inch; clear snow and ice from sidewalks and doorways. Snow and ice around the preschool, church, and offices shall be cleared before designated times and scheduled events. Direct and coordinate with snow removal volunteers to complete these tasks.
6. Purchase and maintain supplies and equipment on an ongoing basis as needed.

STAFF AND TRUSTEE INTERACTION

1. Direct and work with the custodian to perform janitorial services as needed.
2. Work with pastors, church staff, and volunteers to ensure proper scheduling of setup and takedown for meetings, special events, worship services, weddings, funerals, and other activities as directed. Attend weekly staff meetings as required by the senior pastor. Ensure that appropriate doors are locked and unlocked for events. These tasks may include weekend work.
3. Work with Trustees in a cooperative manner to ensure all buildings, grounds, and mechanical property are properly maintained. Maintain and provide records of maintenance items and resolve issues within a reasonable time frame as directed.
4. Coordinate and accompany municipal fire/safety inspectors for required facility inspections. Inform the TC of any violations and work to resolve them in a timely manner.
5. Work with Trustees to report problems, solutions, and costs associated with projects and provide input to the development of the annual budget. Attend monthly Board of Trustees meetings as required. Provide Trustees with financial updates and expenditures, following prescribed spending guidelines and regulations. Work with Trustees on how to fund proposed projects. Respond promptly to communications from Trustees and staff.
6. Serve as the primary contact for facility-related emergencies, which may require work on weekends and evenings.
7. Recruit and manage volunteer teams for landscaping (spring-fall) and snow removal (winter). Maintain copies of all drivers' licenses for the snowplow team.

8. Serve as liaison to the Preschool for maintenance needs.
9. Other duties as assigned by the senior pastor and/or TC.

MINIMUM QUALIFICATIONS:

- High school diploma (or equivalent).
- Pass a background check.
- Effective oral and written communication, organizational, and technology skills.
- Possess a valid driver's license with no major violations within the last 5 years. Will be subject to an annual Moter Vehicle Report (MVR) to ensure no major or excessive traffic violations that could result in uninsurability. Is responsible for submitting a new copy of driver's license as it is renewed for personnel file.
- Any moving traffic violation resulting in a citation must be communicated to the senior pastor and TC when practical.

SKILLS:

Must possess general knowledge of building maintenance, carpentry, plumbing, electrical, and custodial practices. Proficient in the use of general custodial, groundskeeping, and snow removal equipment, or willing to learn. Must be proficient in the use of current office-related software (Microsoft Office Suite) and willing to learn other applicable software applications as needed.

PHYSICAL REQUIREMENTS:

- Sufficient physical strength and stamina to lift 50 pounds, access all areas of the church's properties, climb ladders and/or stairs, and perform duties outdoors in all inclement weather.
- Sufficient sight and hearing to manage communication on the job.

CORE COMPETENCIES:

- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values, and beliefs of Christ United Methodist Church. (Mission Statement, Vision, and Core Values provided on the church website.)
- **Teamwork:** Fosters a climate of "one body" with all church staff and Board of Trustees, recognizing the diversity of responsibilities and the common goal toward which all staff members and trustees work. Must be able to maintain confidentiality. Demonstrates active listening and openly accepts criticism. Holds others accountable in a spirit of love. Engages people positively, with optimism and grace.
- **Conflict Management:** Responds openly to conflicts, seeing them as opportunities; reads situations quickly; listens effectively; can work through difficult agreements and settle disputes equitably; can find common ground and gain cooperation with minimal disruption.
- **Organizational Skills:** Creates a climate in which people want to do their best. Demonstrates commitment and flexibility in scheduling tasks within his/her span of responsibility. Annual evaluation by the senior pastor, a member of Trustees, and a member of SPRC for areas of improvement and personal growth.