

Facilities Manager
First United Methodist Church
125 West Main Street
Salem, Virginia

Compensation

Competitive salary commensurate with education, experience, and qualifications.

Benefits

None as this is a part time position not exceeding 35 hours/week.

Connection to Discipleship

This position plays a vital role in creating a nurturing, secure, user friendly facility in the primary church building including grounds (125 West Main Street) as well as the parsonage (203 Taylor Avenue) to help the congregation take their next faithful steps in following Christ. A well maintained, secure, and welcoming facility helps all of us in the congregation to be guided into deeper connection with God and neighbor.

Position Summary & Primary Responsibilities

This position shall oversee the operations, maintenance, and safety of the church's property assets including building and grounds.

This position also involves budget concise decisions to meet financial expectations for the property committee. Forecast and manage implementation of the property committee budget including basic tracking expenses and operational costs.

Ensure the facility adheres to building, health, safety and accessibility requirements in regard to ongoing maintenance and capital improvements.

Preserve the value of physical assets and maximize the lifespan of building systems (HVAC, plumbing, electrical) with intentional maintenance responsiveness.

- Opening, closing, and securing the church for:
 - Regular worship services and related events
 - Weekly operations
 - Weddings, rehearsals and funerals
 - Special events

- Turning heat on and off, air conditioning, and lighting.

- Monitor church building, grounds and facilities to insure proper cleanliness, operation and maintenance; advise property committee chairperson of major maintenance items
- Monitor parsonage grounds for proper cleanliness and need for maintenance
- Monitor church calendar for events that require facilities management
- Set up fellowship hall and other rooms for small gatherings or committee meetings
- Perform other duties as requested by the property chairperson
- Fire extinguisher inspection for church and parsonage
- Church water backflow inspection
- Parsonage furnace inspection
- Coordinate snow removal
- Coordinate maintenance of church vehicles
- Coordinate sound system repairs
- Coordinate church/parsonage appliance repairs
- Serve as primary contact for security system and fire alarm personnel for security alarm breach or fire alarm events
- Management of HVAC Systems Contractor throughout the main church facility including schedule and coordinating both routine and emergency repair operations
- Management of Cleaning Vendor to ensure contract fulfillment with contractor labor/staff
- Management of Landscape Vendor to ensure contract fulfillment with contractor labor/staff/materials at Church and Parsonage.
- Coordinate and ensure timely delivery of yearly floor cleanings within the church in coordination with the event calendar as applicable.

Essential Qualifications

Passion for property and building maintenance; strong communication and problem solving skills; “handy-man” skills; efficiency with technology and knowledge; good physical condition and able to lift 50 pounds; successful completion of background checks.

Organizational Relationships

Reports to property committee chairperson and senior pastor while working collaboratively with the church staff, volunteers, pre-school director, and Leadership Board.

Work Schedule

Flexible but on as needed basis which may, of necessity, include odd hours, evenings, weekends. Any regular hours will be established in consultation with the Senior Pastor and property committee chairperson.

Mission Alignment

The facilities manager will actively support and advance the mission of First United Methodist Church by helping the congregation become devoted followers through Jesus Christ to worship faithfully, grow spiritually, serve compassionately, and share God's love in the world.

If interested, please contact Ben Crew or Butch Johnson with any questions.