

Unity Presbyterian Church
Position Description for
FACILITIES MANAGER (PT)

This part-time and non-exempt position is regularly scheduled to work 20-hours per week Monday through Friday. The Facilities Manager is a hands-on position focused on the physical plant and campus. This position reports to the Church Administrative Officer (CAO).

Overview:

This position supports the congregation and its leadership by providing a clean and well-maintained environment. Doing so enables pastors, staff, and lay leaders better serve the needs of all who visit the Unity campus.

Core Attributes of Position:

The individual occupying this position will be assessed on, at least, an annual basis related to their performance. The nature of this position involves being very interactive and collaborative among pastors, staff, members, and visitors. This position requires a positive, supportive, and “can do” attitude in dealing with the pressure of meeting multiple deadlines with no to minimum mistakes. The tools of this position include face-to-face interactions, telephone, email, and other means of communication. This position will demonstrate a high level of confidentiality in handling information verbally, electronically, and in print.

Areas of Responsibility:

- A. Custodial / Janitorial . . . Ensures all facilities are cleaned, disinfected, and sanitized.
- B. Maintenance . . . Ensures facilities are well maintained and in good working order.
- C. Life Safety . . . In close coordination with the CAO, creates a safe and secure campus.
- D. Grounds . . . Maintains campus as a high profile property in Fort Mill.
- E. Event Support . . . Provides secondary support with events.
 - For detail on “**Specific Tasks of Position / Scope of Work,**” refer to following pages.

Skills Requirement:

In addition to the skills indicated by this position description, computer knowledge, use of mobile telephone, email, and Internet are essential. Must be fluent in English. Must be First Aid/CPR certified once employed by the church; church will pay for certification.

Physical Requirements:

Must have excellent hand/eye coordination. Be able to walk through and around buildings and grounds, climb stairs, climb and work from positions on ladders, bend down, lift, carry items of weight, carry, and items up to 50 lbs. (including furniture, boxes, tables, and range of equipment), carry and monitor cell phone at all times while on duty. Ensure that a clean uniform in good condition is worn at all times.

On occasion, may be required to work holidays, nights, and weekends.

Specific Tasks of Position / Scope of Work:

Caring for Unity's four buildings as well as its outdoor facilities and grounds occupying more than six acres requires daily to yearly work tasks. Supervises contractors who perform work for Unity, performs general equipment maintenance and repair, small plumbing and carpentry projects, maintains general knowledge of other building maintenance functions, including HVAC, roofing, lighting systems. The following description attempts to provide detail on these types of work efforts.

Custodial / Janitorial

1. Supervises contractor(s) in the cleaning, disinfecting, and sanitizing throughout buildings which includes: vacuuming carpets, washing windows and floors, shampooing carpets, dusting, cleaning kitchen, stripping and waxing floors, cleaning ovens and refrigerators, washing tablecloths. Refilling soap dispensers and paper products, etc. in rest rooms. Emptying all interior trash cans and placing trash outside for regular pick-up.
2. Ensure the Preschool areas (Monday through Thursday) are cleaned, disinfected, and sanitized daily. Supplement cleaning not performed by vendor such as gum removal and spots on carpets to be completed by Facilities Manager.
3. Ensure the Nurseries are cleaned, disinfected, and sanitized for Sundays and special events.

Maintenance

4. Ensure all building functions are general equipment are operating normally; reports malfunctioning equipment to CAO and recommends action for replacement or repair if necessary; determines need for outside contractor support.
5. Order supplies, paper towels, light bulbs, etc. with approved vendors.
6. Trouble-shoot and make repairs, replace plumbing and plumbing fixtures. Have a working knowledge of feed pumps, control valves, boilers, water heaters, etc.
7. Trouble-shoot and/or make repairs to, or replace light fixtures, ballasts, receptacles, switches, bulbs, breakers, etc.
8. Complete small carpentry projects proficiently, i.e. framing, finishing, molding, windows, doors, door closer and lockset adjustments/installations, furniture, siding, roofs, railings, steps, etc.
9. Trouble-shoot issues with computer-controlled HVAC and lighting systems; recommends action for replacement, repair, or when to call outside vendor for support.
10. Have knowledge of roofing systems.
11. Assist in developing specifications, seeking bids, and working with contractors. Be able to supervise contractors and perform field quality control.

Life Safety

12. Monitor campus re: alarms, mechanical systems, leaks, sounds, and abnormal conditions.
13. Ensure facilities are locked/unlocked, and lights on/off as scheduled.
14. Respond to emergencies and contact authorities for assistance, if needed.
15. Conduct routine monthly elevator test and fire extinguisher checks; provide documentation.
16. Oversee fire alarm system, burglar alarm system, and camera system – including vendor.
17. Must operate within OSHA standards and regulations.

Grounds

18. Maintain sidewalks, entries, and parking lots.
19. Empty exterior trash cans.
20. Perform snow and ice removal.
21. Maintain irrigation system.
22. Columbarium support for services including face cover engraving, etc.
23. Maintain landscaping – pruning, weeding, mulching, etc.
24. Coordinate with vendors – lawn service, pest control, irrigation, others.

Event Support

25. The primary responsibility for pre-event room setups with tables, chairs, etc. and post-event cleaning, resetting room, and emptying trash are with the organizers of an event. When this situation is not possible, the Facilities Manager will ensure event is provided – pre-event through post event.

Approved by the Human Resources Team – June 2021