

Towering Oaks Baptist Church is seeking a hands-on Facilities Manager. Our church features a 80,000 sq ft facility (with Christian school) & guest residence on a multi-acre site.

Salary is \$45k to \$50k annually (40 hrs/week), Exempt.

Responsibilities \_\_\_\_\_

Care & Maintenance - Facility Manager to be responsible for the Church's main facility, surrounding landscaping, a nearby residence, and multiple vehicles. Manager will supervise a small custodial staff, but will be expected to take an active role in performing repairs & maintenance. Manager will:

- Plan, organize & manage maintenance & repairs, including routine inspections to limit future issues
- Source & oversee service contracts & providers for special tasks (e.g., parking, security)
- Prepare & distribute periodic maintenance reports
- Ensure facility & vehicle security; establish procedures for access (including key security)
- Ensure facility meets compliance standards (health, safety, & environmental)
- Develop & implement programs to conserve energy & water
- Develop & monitor annual maintenance budget, including custodial staffing
- Forecast facility needs; oversee renovations & projects
- Deal with emergencies as they arise

Supervision - Will supervise small custodial staff, responsible for both church & school. This includes training of new employees and annual evaluations of custodial staff.

Special Projects - Work with church / school staff to facilitate special services and annual events such as VBS (Vacation Bible School).

Qualifications \_\_\_\_\_

Minimum of 5 years experience in maintenance and/or contractor role.

- Advanced mechanical skills & knowledge of building systems, including:
  - Electrical & Lighting
  - HVAC (note any Certifications)
  - Plumbing
  - Building Security & Safety, including Fire Alarm & Prevention Systems
  - Network & Phone Systems
- Proficiency with repair tools & techniques
- Excellent communication & interpersonal skills
- Time management, organization & prioritization abilities
- Attention to detail & efficient problem-solving skills
- Ability to lift, and able to stand or walk for long periods of time

Please list any other special qualifications and/or certifications.

Email resume or any questions to [employment@toweringoaks.org](mailto:employment@toweringoaks.org).