

JOB DESCRIPTION
FACILITIES MANAGER
CAMPUS: MEDINA EAST



Ministry Area: Administration

Ministry Position: Facilities Manager

Time commitment: Full time, 40 hours per week, salaried, exempt

Report to: Jim Margida, Director of Administration
Sonija Scavuzzo, Medina East Campus Manager

Position Overview

The **Facilities Manager** provides facility and property management of the Medina East Campus creating a functional and welcoming environment conducive to the expression of the Gospel.

Essential Job Functions

- Responsible for the custodial needs of the Medina East Campus.
- Manage event set up and tear down, obtaining Hold Harmless agreements and proper Certificates of Insurance for outside organizational use of Grace Church facilities when needed.
- Responsible for grounds maintenance – i.e. snow removal to include salt and interfacing with snow removal company to keep the parking lot, sidewalks and all entry and exit points clear and safe for staff and visitors; lawn mowing, trimming etc.
- Develop and lead volunteer teams who assist with events and tasks at the facility.
- Develop and maintain a Preventive Maintenance plan for facilities; perform maintenance as needed.
- Develop and maintain a list of trusted/qualified contractors/vendors for facility maintenance. There should be multiple contacts for each trade/service to maximize competition and maintain responsible spending.
- Maintain and manage a list of all open facility projects for the campus. Endeavor to execute the list in a timely manner that aligns with campus goals.
- Manage and direct facility projects; interact with vendors/contractors at the Medina East Campus.
- Manage the facilities budget with a focus on conservative spending and good stewardship for Medina East. Manage facility-related purchasing and invoice payment for cleaning supplies and building maintenance.
- Maintain key log in managing key distribution and returns. Manage security and fire alarms systems that include maintenance and upgrades. Manage and maintain elevator operation and inspections that includes maintaining certification per local/state standards.
- Manage the facilities for weekend services at Medina East Campus. This would include opening and closing the facility and anything else related to being in “at ready status” before and during services.
- Be the point person for both safety and medical teams, making sure they have what they need to serve Medina East Campus in the best possible way.
- Responsible for Evacuation Procedures and Policies in partnership with the Safety Manager.
- Attend regular counterpart meetings with facilities staff from other Grace Campuses.

- All other tasks required to continue a level of excellence that will allow Grace Church to continue to pursue the Lord's desires.

Technical Requirements

- Excellent skills with Excel, MS Word, and Office (including Outlook)
- Confidence in your use of technology

Spiritual Life

- Growing in faith as a believer in Christ (2 Peter 1:5-11).
- Has a teachable spirit and servant's heart (Philippians 2:1-11).
- Has a vibrant prayer life, as this is the beginning to healthy ministry and job function (1 John 5:14).

General Qualifications

- A committed and faithful attendee of Grace Church, Medina East Campus.
- Adheres to and support the vision and philosophy of Grace Church and its leadership, including the Statement of Faith and Staff Creed.
- Have attended or is in the process of attending the campus introduction classes within the first six months of hire.
- Will care for others by appropriately praying with, consoling, speaking of Christ and/or sharing scripture.
- Always being concerned about the spiritual welfare of others.
- Has a solid understanding of biblical community including participating in on-going biblical community at Grace Church.
- Possesses organizational and multi-tasking abilities and able to handle stressful situations with self-control and teamwork.
- Possesses a strong work ethic (We are the recipients of the Lord's money).
- Self-directed and a self-starter. Able to work independently with minimal supervision. Pro-active and dependable.
- Has a heart focused on ministry, not just a job.
- Handles confidential matters and material with integrity and humbleness within a team environment.
- Requires an intuitive understanding of sensitive ministry information. Communicates information to pastoral staff as appropriate.
- Is proficient and confident in your computer skills that include the programs of Microsoft Office; being willing to learn in-house management systems. Experience in WordPress is a plus.
- Has the ability to maintain a high level of accuracy in preparing and entering information developing
- processes to efficiently get the work finished promptly.
- Strong administrative, communication, planning and interpersonal skills.
- Is willing to perform other duties as required in a spirit of servitude.

Measured By

- 30/60/90 day and annual review by Director of Administration with input from the Campus Manager.
- Input from staff and volunteers.