

**Facilities Manager  
Position Description  
October 2017**

Overall Responsibility and Scope

The Facilities Manager (FM) has two general responsibilities 1) the effective use of Grace's buildings and grounds (facilities) for day-to-day church and school operations and for events and 2) the appearance, cleanliness, upkeep and safe condition of Grace's facilities. Other responsibilities and specific duties may be assigned as circumstances dictate.

Grace's facilities consist of Grace Garden, Grace House, and Grace Church and School (including the grounds leased from Concordia University) ("Grace space", GG, GH, GC). Grace's events include services, meetings, ceremonies, weddings, funerals, receptions, performances, special gatherings and outdoor activities, many of which occur outside of normal business hours and on weekends.

The FM is available (present or on call) during the hours the facilities are open for normal business hours and for events outside normal business hours, or is responsible for providing someone else to fulfill this responsibility.

The FM is responsible for the use of all of the Grace space: offices; classrooms; storage areas and closets; kitchens; meeting rooms; special purpose rooms, such as libraries and the sacristy; apartments; common areas, such as the church, gym and fellowship hall; and exterior space, such as gardens and play areas.

The FM has the ability and willingness to devote time before and after normal business hours and, as needed, more than 40 hours per week to carrying out the position's responsibility.

Personal Traits

- Pride in smooth day-to-day operations and well-planned and executed events
- Pride in the appearance and functionality of the facilities
- Concern for quality
- Organized, ability to manage and timely-complete multiple concurrent responsibilities
- Proactive, self-motivated
- Sense of frugality, cost/value, fiscal/budget responsibility
- Energetic, enthusiastic can-do attitude
- Hands-on approach
- Affable disposition

Skills and Capabilities

- Able to communicate and interact effectively with church and school staff, church members, school parents, assistants, volunteers, guests, event planners, caterers, suppliers and vendors; and supervise and direct others
- Able to schedule, plan, organize and coordinate multiple events and required components of each event, including manpower, equipment, supplies, etc.
- Able to identify and carry out necessary routine facilities tasks, and prioritize, assign, and accomplish timely
- Able to assess non-routine facilities problems and develop cost-effective solutions
- General understanding of electrical, plumbing, and HVAC mechanics, and possesses basic electrical, plumbing, carpentry, and other operational and maintenance skills

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- Familiar with, and adheres to, health and safety requirements and state and local codes
- Able to effectively operate basic hand and power tools associated with the operational and maintenance skills
- Able to walk, grip, lift, push, pull, stretch, bend, crawl, and climb with some degree of dexterity as required to carry out the overall responsibilities and specific duties
- Able to read, understand and follow written and oral instructions and directions
- Able to use word processing and spreadsheet software, email and the internet to carry out the overall responsibilities and specific duties

Specific Duties

- Schedule and supervise front desk staff
- Schedule and supervise assistant(s)
- Collaborate with Director about schedules, tasks/projects, issues, solutions
- Inform applicable staff about event and facilities matters impacting them
- Assess day-to-day and event operational needs and provide furniture, equipment, accessories, supplies, decorations, etc. to fulfill the needs, including placement and storage within the Grace space
  - Consult with appropriate staff and members about operational matters
  - Respond to operational needs and concerns expressed by staff, members, school parents and others
  - Update Director of Administration and Finance (Director) on GC, GH and GG operational matters
- Schedule, plan, set-up and dismantle Grace space for events, according to the mutually-agreed user needs
  - Identify and schedule sufficient manpower to set-up and dismantle events
  - Insure the Grace calendar accurately reflects each event
  - Insure church and school staff are informed of how events impact their responsibilities
  - Collaborate with Director about event schedule, issues, solutions
- Constantly monitor the need for routine and non-routine appearance, cleaning, upkeep and safety matters by regularly walking around the facilities
- Identify and develop plans/costs to address routine and non-routine repair and maintenance tasks - immediate, on-going, and eventual - which includes required inspections and may include elective preventive maintenance inspections
- Respond to the needs and concerns expressed by staff, members, school parents and others
- Negotiate maintenance and project contracts, and supplies and equipment purchases; schedule, direct and supervise vendors; monitor and evaluate quality of vendors and products; obtain bids from vendors and suppliers, when required by policy
- Create and maintain appropriate policies and procedures documentation
  - Create and/or improve whatever planning forms, diagrams, checklists, agreements, etc. are deemed necessary to facilitate effective event planning and execution and maintenance
  - Create and/or update written event planning and execution instructions, tips and best-practice procedures, such as the typical requirements and procedures for weddings, luncheons, Cantatas, Christmas, and Easter
- Open and close GC daily, or arrange for others to perform these duties
- Collaborate with and advise the Director and Board of Trustees on the annual operations, repairs, maintenance, and improvements budget

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Organizational

- Directed and supervised by the Director of Administration and Finance
- Directs and supervises assistants and any part-time personnel
- Consults and collaborates with IT Coordinator
- Works with church and school staff, and others who initiate and sponsor events
- Interacts with the Board of Trustees
- Attends staff and Board/committee meetings, as requested