

**Title:** Facilities Manager

**Position:** Part-time building maintenance and volunteer supervisor

**Responsible to:** Business Director

**Mission Statement:**

To connect students and their communities to Christ and the Church through real, loving and non-threatening avenues.

**Main Objective:**

To use your gifts and talents to maintain safe, presentable and functional facilities at First Glance Student Center. Supervise volunteer groups as related to facilities. This position is for an unspecified duration and constitutes "at will" employment.

**Skills/Qualifications:**

Must have current drivers license.

**Job Description:**

1. Perform daily, weekly, and monthly building inspections to identify necessary repairs.
2. Complete necessary repairs or schedule repairs with vendors or volunteers as necessary.
3. Oversee outside contractors/repairmen.
4. Oversee volunteer maintenance/work groups.
5. Track and schedule seasonal facility maintenance. e.g. annual fire inspections, plumbing inspections.
6. Submit appropriate reports on completed work.
7. Track supply and equipment inventory.
8. Perform periodic supply pickups based on need.
9. Oversee related budget lines.
10. Ensure consistent maintenance and repair methods for all building components.
11. Report all facility issues that are not immediately repairable to the Business Director.

**Expectations:**

- Hours: 16 hours per week
- Meet with your supervisor
- Common Business Courtesy
  - A. Return phone calls and emails within 24 hours
  - B. Be on time to meetings, events and programs
- Paid half-hour lunch break when working a full 8 hour day
- Adhere to related staff policy and procedures
- Assist with other First Glance needs as directed

