**Christ Episcopal Church**

Tuscaloosa, Alabama

**Facilities Manager**

Job Description

(Revised May 2017)

**Qualifications and Qualities**

The Facilities Manager shall possess a strong commitment to the Diocese, to the National Church, and to the Parish; experience in managing a large religious institution; and an ability to supervise staff, build a strong team spirit among the staff, be a good representative of Christ Episcopal Church in the community, and assist the Rector in any matters requested.

**Duties**

The Facilities Manager assumes primary responsibility for those functions necessary for the day-to-day operations of the Parish and its facilities.  Included in the duties are supervising the support staff, planning for the day-to-day and long range maintenance of the building and grounds, scheduling and attending (where necessary) events and functions, and performing other duties as needed and mutually agreed upon.  Currently these duties include but are not limited to:

**I. Personnel**

A. Supervising all support staff (Communication Director, Secretary, Sexton, Repairman, Housekeeper, Librarian, and Security Guard).

B. Approving leave schedules and sick leave for direct reports and maintain vacation schedule/usage for all staff.

C.     Participating with the Rector in evaluating support staff.

D.      Resolving any support staff personnel problems.

E.      Securing part-time employees and contract services with approval of the Rector.

F.      Attending Personnel Committee meetings and participate as needed.

G. Processing new hires and maintain all employee benefits.

**II. Buildings and Grounds**

A. Attending the Buildings and Grounds Committee meetings.

B. Preparing and monitoring an annual budget for the buildings and grounds costs.

C. Maintaining files on major equipment and providing for appropriate service

schedule (i.e. kitchen equipment, postage meter, copier, computer equipment and securing unplanned repair or service from vendors).

D. Monitoring the building cleaning schedule.

E. Coordinating with Choir School and Preschool about their use of the building and grounds.

F. Coordinating with the Junior Warden of the Parish Vestry.

G. Administering Building Use policies approved by the Vestry, securing signed Building Use agreements as appropriate.

H. Maintaining security system records and issue keys appropriate codes.

I. Maintaining and approving a building reservation system, including wedding receptions.

J. Preparing long range plans for maintenance and improvement of facilities.

K. Supervising landscape maintenance.

1. Insuring that building is adequately insured.
2. Developing and implementing a risk management program, including employee safety in the plan.
3. Communicating regularly with Junior Warden on Building and Grounds Affairs.

**III. Other**

1. Being in the office on a regular basis (typically for 5 hours each day, four days a week).
2. Attending staff meetings.
3. Maintaining the building climate-control system (Honeywell) from Administrator’s computer by setting start and end times for 14 air handler units.
4. Answering the phone when the Communication Director or volunteer receptionist does not.
5. Coordinating responsibilities with the Kitchen Manager.
6. Performing other duties as assigned

**Accountability**

The Facilities Manager works under the direct supervision of the Junior Warden and is responsible to the Junior Warden through the Personnel Committee. The Vestry through its Personnel Committee shall periodically review the performance of the Facilities Manager based upon the above duties and responsibilities seeking appropriate feedback from committees and personnel with whom the Rector works, considering the criteria for leadership necessary for the effective operation of Christ Episcopal Church. The Facilities Manager will work with the Personnel Committee in formulating goals and objectives for each year. Monthly reporting by the staff members to the Personnel Committee may be requested to calculate measurable goals.

**Other Duties**

The Facilities Manager must be able to perform the essential functions of this position which in addition to those stated above include but are not limited to: working cooperatively and effectively with the Rector and Vestry, working effectively with the staff and parishioners, communicating effectively with staff and parishioners, working without supervision, completing projects on time, being on time and having regular attendance, and performing other functions as requested by the Rector and/or the Vestry.

**Status**

The Facilities Manager is a non-exempt, hourly position, 20 hours per week.

The position of Facilities Manager is a part-time position and serves at the pleasure of the Vestry and the Rector. The Facilities Manager is an employee at will, and his or her terms and conditions of employment are governed by the Parish Employee Handbook unless otherwise agreed to by the Vestry and Facilities Manager.

Job Description Acknowledgement Form

I have received and reviewed and fully understand the job description for Facilities Manager. I further understand that I am responsible for the satisfactory execution of the functions described above, with or without reasonable accommodation, under all conditions as described to the satisfaction of my direct supervisor.

Employee’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_