

Facilities and Technology Manager

The Facilities and Technology Teams are responsible for the administrative oversight of the church's facilities and technology. The Facilities and Technology Manager is responsible for implementation.

Qualifications Desired

- Motivated and comfortable to work in a Christian ministry environment
- High integrity and conscientious
- Self-initiator and self-motivated
- Highly knowledgeable and skilled in areas of building maintenance, mechanics and technologies
- Thorough and detailed-oriented
- Good interpersonal skills, able to relate to people of all ages
- Effectively addresses conflict
- Embraces the church's vision and core values, seeing role as critical for the church's overall mission

Responsibilities Overview

Maintenance plan and schedule

- Perform the day-to-day maintenance tasks as required in the Facilities and technology manuals
- Ensure set-up and take-down for all events within the church
- Identify maintenance needs and improvements on an annual basis aligning with budget planning
- Prioritize, schedule, and implement repairs, maintenance, and improvements of the church's facilities and technology
- Create an improvement plan with the Facilities and Technology teams.
- Perform minor repairs and/or painting.

Volunteer Recruitment

- Organize the recruitment, training, coordination, and supervision of volunteers.

Budget

- In cooperation with the Facilities and Technology teams, develop and submit a proposed budget for Session approval.
- Identify and prioritize needs; oversee and implement solutions.

Management of Sub-contractors

- Obtain several bids for sub-contractor services demonstrating fiscal responsibility and appropriate use of budgeted resources. Coordinate work of sub-contractors:
- Custodial
- Landscaping
- Snow removal
- Trash removal

- Alarm and security systems
- Pest control
- -Schedule regular meetings as necessary.

Technology

- Maintain and oversee technology hardware and systems
- Communication systems

Meetings

- Attend staff meetings.
- Attend Facilities Team and Technology Team meetings.
- Attend Session meetings as necessary (rare).

Administration

- Ensure regulatory compliance.
- Advise the Session regarding insurance coverage.
- Oversight of utilities in conjunction with the treasurer
- Collect, organize, and maintain files and resources related to the church's facility and technologies.

Proficiency in the Following Areas

- mechanical
- plumbing
- heating and air conditioning
- electrical
- technology (computers, telephone, internet, sound, media, equipment, etc.)

General

- Additional duties as assigned, approved by the Head of Staff.

Job Type: Full-time

Salary: \$40,000.00 - \$45,000.00 per year

Usual hours are Monday through Friday with infrequent needs on a weekend

Benefits:

- Flexible schedule
- Health insurance
- Paid time off

Schedule: Weekdays (with occasional weekend availability)

Experience: building management: 1 year (preferred)

Application: Please send resumé and cover letter to: FacilitiesSearch@sjpres.org

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