

Part-time Facilities Manager
Community United Methodist Church
1470 W. Hanley Ave. ~ Coeur d'Alene, ID 83815
www.cdaumc.org 208-765-8800

Community United Methodist Church's Purpose Statement:

As Jesus' disciples, our purpose is to love and serve our community and worship through ministries that transform lives, build stronger individuals and healthy families.

The primary responsibilities of the part-time Facilities Manager will be to oversee and assure successful operation and function of the church's facilities in support of CUMC's purpose and mission in partnership with the Church's Trustees. Depending on the type of work to be done and on the Manager's own qualifications, s/he may perform minor repairs him/herself, arrange for church volunteers or custodial staff to do, or recommend contractors to the Trustees. The Manager makes recommendations to the Church Trustees on major repair and preventive maintenance needs.

Qualifications:

1. Faith:

- A solid personal relationship and a mature commitment to Jesus Christ.

2. Skills:

- Practical experience in managing properties
- Ability to make a variety of building repairs
- Reliable and able to work flexible hours independently with minimal supervision
- Ability to manage duties within established budgets

3. Personal:

- Positive, pro-active, kind and flexible
- Exercises good judgment
- Ability to prioritize and problem-solve in a wide variety of situations

4. Interpersonal:

- Demonstrates the ability to create and sustain a collaborative team-oriented culture
- Displays a willingness to be a member of the staff team, connecting with and supporting one another in ways that fulfill our purpose as a church and its staff.

5. Experience/Accomplishments may include some or all of the following:

- Using analytical and problem-solving skills
- Taking responsibility for overseeing a building/facility operations and maintenance
- Using leadership and decision-making skills
- Managing sometimes complex and time-critical activities
- Using verbal/written communication skills
- Communicating effectively with people at different levels, sharing information with others while listening to and understanding their points of view
- Thinking through and solving problems step-by-step, often looking beyond the obvious solution to a problem and digging deeper for the best solution.

- Working knowledge related to operations of a large building including electrical systems, building codes, processes and maintenance. .

6. Education:

- A high school diploma or equivalent is required, and
- Advanced training and/or experience in areas relating to facilities management.

7. Must submit to and pass a background check

Duties and Responsibilities:

The Facilities Manager is expected to work on a “results based-outcome” in performing the following responsibilities:

1. Conduct walk-throughs of facility frequently checking for safety, maintenance and repair issues
2. Consult with user groups and Administrative Assistant regarding building needs
3. Identify and perform maintenance and repair issues as needed and within budget provided by the Trustees
4. Solicit bids and estimates from contractors in communication and cooperation with the Trustees
5. Schedule necessary inspections, including building insurance, fire extinguishers, safety etc.
6. Communicate with and update Trustees on a monthly basis
7. Program thermostats seasonally
8. Inspect furnace and air conditioners for proper equipment operation
9. Change filters as regularly scheduled, e.g. heating system
10. Oversee building equipment and shop for supplies and materials as needed
11. Replace light bulbs and fluorescent ballasts as needed
12. Ensure compliance with all codes and system guidelines as related to building operations
13. Work with the Trustees to solicit bids and estimates for work, negotiate agreements with contractors, and review work for quality and completeness
14. Part-time: 10 hrs. per week. This position may require evening and/or weekend work.

Accountability: Reports to the Chair of the Trustees and is also accountable to the Staff Parish Relations Committee

Salary based on experience

June 2017