



Job Title:	Facilities Manager	Job Category:	Exempt
Location:	Midway	Travel Required:	None
Reports to:	Executive Pastor	Position Type:	Full Time

Job Summary: The Facilities Manager is responsible for the function of all systems and operation of 84,000 Sq. Ft. Midway building. The manager is responsible for oversight, operations, and maintenance of all services needed to operate the facility to support the building needs of New Life Community Church and all other building occupants.

The manager is directly responsible for ensuring that all life safety and structural systems are in place and function in accordance with all regulatory and jurisdictional requirements. Such systems include but are not limited to:

****Electrical**Fire Alarm**Security/Burglar Systems**Heating/HVAC**Façade**Roof**Plumbing**
****Sprinkler/Mechanical Systems**All Exterior Structures**Building Structure**Emergency Plans******

Job Duties - The Facilities Manager job duties are to insure the following:

- Work with church leadership and other occupants to coordinate building usage in support of work and organizational needs along with managing access to the building.
- Work with the church leadership team in the planning and execution of building maintenance, operations, construction, and improvement projects.
- Supervise the custodial and maintenance team, volunteers, and other staff as needed. Oversee the custodial services in providing a clean, presentable, and functional office space and church space for all attendees and building users. Participate in cleaning and flipping rooms for renters as needed.
- Manage and maintain the facilities budget with proficiency.
- Create and manage the facilities calendar to stay ahead on repairs, improvements and ministry usage.
- Perform minor repairs including, but not limited to masonry, minor electric, plumbing, mechanical, sprinkler, and temporary repairs in an emergency and as needed.
- Ensure upkeep of grounds, including necessary landscaping, snow removal, exterior structures and related maintenance.
- Ensure safety and security of the building via inspection, identification, and rectification of deficiencies found compromising the safety, security, and/or proper function of building systems, closure and lockdown.
- Respond expediently to emergency situations and take necessary actions to address presenting issues in a proactive manner.
- Coordinate and oversee maintenance efforts with outside contractors and technicians.
- As needed, coordinate the work of volunteers and volunteer workdays, and backup volunteer leaders and teams, especially for after hours and weekend usage.

- Be responsible for all occupant needs in the areas of safety, plumbing, mechanical, electrical, and environmental issues through personal communication and the use of a work order system.
- Ensure a work order system is used consistently and correctly and that it functions as the key tool to track and communicate building-related needs. Provide regular building activity reports to church leadership.
- Attend regular Midway management meetings and other meetings as needed regarding policies, needed repairs, significant projects, and events.
- Assist the church office staff as needed with building and office needs.
- Conduct regular and preventive maintenance of all systems in a proactive manner utilizing an automated tracking system.
- Act as “go-to” person for tenants in respect to building and maintenance needs.
- Oversee the emergency services and education of the building users for emergency situations, lock-down, safety, and evacuation.

Skills/Qualifications:

- Must be or become an active member of New Life with strong ties to our faith, mission, vision, and values
- Mature, fully-devoted follower of Christ with a strong love for God’s people and a commitment to God’s word personally and professionally.
- Minimum of High School diploma; 3-5 years of experience in a related facility management capacity.
- Knowledge of boiler and mechanical maintenance and mechanical functions for a large, non-residential building.
- Proficiency in basic carpentry and mechanical skills.
- Strong organizational, project management, and planning skills. Self-driven.
- Demonstrated ability to effectively manage staff and lead volunteers.
- Experience negotiating with contractors and vendors for facility needs.
- Regular timely attendance during stated or negotiated hours (M-F; 7:30AM-4:30PM). Ability to have some flexibility in hours from week-to-week based on church and staff needs. Available and on-call for emergencies.
- Ability to communicate effectively, timely, proactively, and efficiently with staff, occupants, and volunteers on facility needs and uses. Listens to others. Spanish-speaking a plus.
- Basic computer skills required for email correspondence and work order management system.
- Ability to lift a minimum of 40 pounds and have complete mobility in building and grounds activities with no physical restrictions.

Reviewed By:	Joshua Holec	Date:	7/12/19
Approved By:	Joshua Holec	Date:	7/12/19
Last Updated By:	Irene Vasquez	Date:	7/11/19

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