



CEFC Facilities Manager

CEFC is seeking a part-time Facilities Manager who has a well-rounded background in general maintenance and/or construction, is experience leading and managing a team, and has an ability to work well with and encourage others.

Ministry Area/ Department	Operations
Position	Facilities Manager
Reports To	Executive Director of Operations
Ministry Target	Church Wide
Position Is	Paid part-time staff
Maturity Level	Mature/Growing Christian
Spiritual Gifts	Service, Organization, Administration
Talents or Abilities Desired	<ol style="list-style-type: none"> 1. A strong ability to plan, organize and manage day-to-day facility operations. 2. An ability to lead and encourage the staff and volunteers who clean maintain, and improve the facility. 4. A knowledge of, and ability to perform, maintenance tasks (minor plumbing, electrical, carpentry, etc.)
Best Personality Traits	Dependable • Friendly • Professional • Detail Oriented
Passion For	Creating a clean, welcoming environment for visitors, church members, and staff that contributes to our ability to reach our community and minister effectively

ANTICIPATED TIME COMMITMENTS

18-24 hours/week hours a week. Available on-call to handle emergencies.

RESPONSIBILITIES/DUTIES

1. Plan and manage all activities associated with maintaining the CEFC facility and ensuring that it is ready for ministry. This includes planning and scheduling routine and preventative

maintenance, scheduling required building inspections (Elevator, fire alarm, boiler, etc.), preparations for Sunday services, and set-up and tear down for church events, etc.

2. Lead, supervise, and encourage the three-person janitorial staff and other volunteers who maintain and improve the CEFC facility (Mowing and grounds crew, volunteers who do minor repairs and maintenance).
3. Conduct maintenance activities around the building and grounds.
4. Manage and execute the facilities maintenance, cleaning, and improvement budget.
5. Be available on-call as the first point of contact for off-hour issues and emergencies.