



METROPOLITAN

B I B L E C H U R C H

POSITION: Facility Manager

REPORTS TO: Business Administrator

DESCRIPTION: This position is responsible to ensure that the physical campus at Metropolitan is well maintained and that needed repairs are identified and resolved in a timely fashion.

QUALIFICATIONS & REQUIRED SKILLS:

- Working knowledge of plumbing, electrical, and HVAC systems sufficient to identify the type contractor needed for the repairs.
- Ability to perform minor repairs and maintenance tasks.
- Ability to communicate in a positive and productive manner with internal and external customers.
- Able to lift (50 lbs unassisted), squat, pull and push as needed to accomplish maintenance tasks.
- Available routinely for 20 hours M-F, and other pre-scheduled times as needed.

DUTIES & RESPONSIBILITIES:

- Identify when a contractor or volunteer member is needed to provide a service or repair, obtain approval to seek bids for services, arrange to meet with the contractor and provide any onsite supervision required while the contractor is on the campus.
- Track inventory of consumable paper products to include items such as receptacle liners, paper towels and toilet paper.
- Create and maintain a log of facility and equipment inspections required to operate a public occupancy building.
- Document periodic inspections that are required using the group email maintenance account.
- Schedule all required inspections prior to the due date. Ensure that these inspections are completed correctly and documented.
- Ensure that janitorial and maintenance storage areas are organized, and stock as needed to maintain the daily operation of the facility.

- Replace lights and ceiling tiles as needed.
- Remove bugs and other objects from light fixtures.
- Ensure that facility entrances are well maintained, clean, and inviting.
- Small scale repair jobs related to plumbing, electrical, painting and adjustments to doors, or other items as required.
- Designated cleaning projects to include spot cleaning of carpets, quarterly cleaning of gutters and return air vents.
- Minor cleaning tasks as needed.
- Set up for special events to include conferences, programs and weddings.
- Weekly campus wide walk-through to ensure that rooms are orderly.
- Weekly room set ups
- Other items as identified by the business administrator as required to maintain the facility.