

GAITHERSBURG PRESBYTERIAN CHURCH

**610 South Frederick Avenue
Gaithersburg, MD 20877-1297
301-948-9418
office@gpchurch.org**

Facilities Manager Position Description

The Facilities Manager oversees the maintenance of buildings and manages contracts. The purpose of the position is to create an environment where disciples can be made, equipped, and sent forth in accordance with the vision and mission of Gaithersburg Presbyterian Church (GPC).

Relationships and Accountability

The Facilities Manager is employed by Session (GPC's governing board) and reports and is accountable to the Head of Staff. The Facilities Manager supports the Buildings & Grounds Committee for matters related to the operation of church facilities. Other relationships include pastors, program staff, accounting manager, vendors, contractors, maintenance, and cleaning personnel.

Work Schedule

- Weekdays: Monday through Friday during normal business hours.
- The Facilities Manager shall attend monthly Buildings & Grounds Committee meetings. The work schedule of the Facilities Manager may be adjusted on the day of the committee meeting so as to support the evening meeting.
- The Facilities Manager attends twice-monthly staff meetings.
- Work hours may be adjusted from time to time to meet the needs of the church, as determined by the Head of Staff.

Essential Functions

Operations Management

- Support the Buildings & Grounds Committee, attend monthly meetings, make recommendations, and follow up on assigned actions.
- Work with the Buildings & Grounds Committee to provide a welcoming and safe environment for the benefit of church members and guests alike.
- Ensure maintenance compliance for a commercial kitchen.
- Maintain building keys and supervise their use.
- Ensure that necessary permits and licenses are in place and certificates of liability are secured.
- Determine and regulate storage space in the church.
- Oversee use of rooms by outside applicants.
- Assist the Buildings & Grounds Committee with the preparation of the Buildings & Grounds annual operating budget and manage that budget.
- Prepare Purchase Orders for Buildings & Grounds expenses and manage the expense-tracking spreadsheet.

Facilities Management

- Assess risk management on an ongoing basis and ensure that GPC is emergency prepared.
- Personally make repairs that are within the manager's skill level.
- Manage all church vendors, service contracts, and insurance providers. Supervise as necessary while on site; ensure compliance; maintain adequate files and records on all contracts; and look for and recommend continuous improvements and cost savings for all services.
- Coordinate the maintenance of the GPC van, including processing applications for use.

Core Competencies

- A love for Jesus Christ.
- Commitment to the vision, mission, and values of GPC.
- Leadership, collaboration, and teamwork skills.
- Ability to plan, organize, and coordinate well with others.
- Strong communication and listening skills with an ability to inspire others.
- Important interpersonal skills include patience, cheerfulness, ability to actively listen, a professional demeanor; as well as displaying compassion and caring.
- Upon hire, complete and implement the GPC "Safe Church" policy and maintain security of confidential files.
- Willingness to learn and grow personally and professionally.
- Ability and commitment to maintain appropriate confidentiality.
- Ability to multi-task and work in an environment that is fast paced with frequent distractions.
- Ability to lift and carry objects within OSHA guidelines.

Other Requirements

- 5-10 years' experience in facilities management, with experience in structural and mechanical contracting preferred.
- Employment subject to the satisfactory completion of a background check.

Evaluation

The Facilities Manager will receive an annual written performance evaluation by the Head of Staff.

Job Classification

Part time (20 hours/week)

Salaried

Exempt