

<b>Job title</b>	<i>Facilities Manager</i>
<b>Reports to</b>	<i>Senior Pastor and SPRC</i>

### **Job purpose**

Provide oversight and coordination to facility needs to improve the look and safety of the church and those using our facility.

### **Duties and responsibilities**

- Oversight of Facility Usage and keys status as per the Trustees, and related communication, with people and groups within and outside of the church.
- Serves as the liaison on the Board of Trustees representing the daily facility realities.
- Coordinates all contacts with outside facility related vendors and service personnel.
- Contact person with snow removal needs/requests outside of contract.
- Make sure all heating and cooling plants are operational.
- Communicate all repair/maintenance needs to custodian daily as needed.
- Communicate facility events/usage to Embassy Church that may involve them and their usage.
- Program all Wi-Fi thermostats as needed for building usage.
- In charge of all building maintenance needs. Keep list current of items needing attention and give to custodian or arrange otherwise.
- Oversee Parsonage needs through communication with Pastor
- Oversee all certificates of insurance for any vendors working at the building.
- Keep inventory of and order all custodial supplies as needed.
- Attend monthly Trustee meetings/give facilities report
- Be designated contact 24/7 with Village of Palatine
- Supervises the Housekeeper, any Part-time custodial staff, cleaning services, and related volunteers, meeting with any of these individually or in groups as often as needed and performs performance reviews as necessary.

## Qualifications

Qualifications include:

- Minimal knowledge of facility maintenance and repairs
- Minimal knowledge of simple electrical and plumbing needs
- Ability to lift at least 50 lbs

## Working conditions

### Direct reports

Part time Custodian  
Housekeeper  
Cleaning Service

If interested or have questions, contact Lynn in the church office. Submit resume to: [sprcsearch@gmail.com](mailto:sprcsearch@gmail.com)

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<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	