

PART-TIME FACILITIES MANAGER

First United Methodist Church of Oak Park 324 N Oak Park Avenue, Oak Park, Illinois 60302

The First United Methodist Church of Oak Park is seeking a part-time Facilities Manager to work the following hours:

Mondays through Fridays 7:00 AM to 11:00 AM.

Additional hours for weekdays and weekend hours are as needed, based on availability.

On call for emergency security system or Fire Department calls.

Responsibilities of this position include:

- *Work with church staff and Board of Trustees to ensure proper inspection and maintenance of the congregation's properties.*
- *Supervise Custodians.*
- *Serve as a liaison with other building tenants on issues relating to facilities.*
- *Make sure all heating and cooling plants are operational and regularly maintained*
- *Make sure all buildings and grounds are properly maintained for all seasons. Provide emergency snow removal if needed.*
- *Coordinate and oversees building maintenance and repair with outside agencies utilizing church space*
- *Make sure all mechanical property used in maintenance, and cleaning is properly maintained.*
- *Recommend and perform minor repairs, with approval from Trustees.*
- *Organize and retain maintenance records, contacts of outside vendors, and seasonal maintenance checklists*
- *Recommend replacement of capital equipment for buildings and grounds.*
- *Order all consumable cleaning and paper products.*
- *Oversee set ups and tear downs for events; assist in cleaning as needed.*
- *Attend Trustees meetings and cooperate with them on major projects.*
- *Maintain organized storage areas*
- *Provide emergency "on-call" services*
- *Maintain a workflow calendar for relevant custodial staff*

Other Responsibilities:

- *Other duties as assigned.*

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Minimum Qualifications:

- *Related educational and/or professional experience.*
- *Computer skills including ability to navigate and utilize internet and email communication.*
- *Willingness to communicate using personal mobile phone.*
- *Successful completion of background check must be completed prior to work.*
- *Possesses evidence of organizational skills*
- *Has driver's license and reliable transportation.*

- *Provides references if requested.*

Physical Requirements:

- *Sufficient physical strength and stamina to perform essential functions.*
- *Sufficient sight and hearing to manage communication on the job.*

Compensation is \$25 per hour.

Paid holidays and vacation time.

Please send letter of interest and resume to: churchoffice@firstumcoakpark.org