



POSITION DESCRIPTION – FACILITY SERVICES – FACILITIES MANAGER

HOURS: Full Time, Exempt
SALARY: Based on experience
REPORTS TO: Personnel Officer

QUALIFICATIONS: In keeping with Timothy’s vision of “Touching Lives for Christ” in the Blue Springs region this position will support the mission of Timothy as we Gather, Grow, Go and Give at multiple sites. The Facilities Manager will understand that the image we project to the public to create a good first impression is important and demonstrates openness and a desire to work as a partner in team ministry. The Facilities Manager will need to have the following traits:

- Computer literate (email, surveillance, security, HVAC)
- Evangelical communication skills
- Deals tactfully with co-workers, church members and community
- Knowledge of custodial machinery, processes, plumbing and heating.

RESPONSIBILITIES INCLUDE:

1. Administer custodial activity, preventive maintenance (including volunteer training), and emergency response.
2. Supervise and direct custodial and outsourced staff members at both sites.
3. Coordinate with other staff to ensure proper set-up and tear down of Auditorium, Fellowship Hall, Family Life Center, classrooms and other facilities.
4. Help with custodial duties and room set-ups.
5. Schedule lobby tables for weekends.
6. Establish and maintain a listing of activities requiring custodial involvement.
7. Provide emergency “on call” services.
8. Schedule and coordinate work with outside contractors as necessary.
9. Meet other emerging maintenance needs of Timothy Lutheran Ministries.