



## **POSITION DESCRIPTION -- FACILITIES MANAGER**

**HOURS:** Full-time, Exempt  
**SALARY:** Based on experience  
**REPORTS TO:** Business Coordinator

**QUALIFICATIONS:** In keeping with Timothy's vision of Transforming Lives through Christ in the Blue Springs region, this position will support the mission of Timothy to Gather, Grow, Give, and Go at multiple sites. The Facilities Manager will understand that the image Timothy projects to the community regarding its properties should create a good first impression. It is important to demonstrate openness and a desire to work as a partner in team ministry. The Facilities Manager will possess the following skills:

- Basic computer literacy (email, surveillance, security, HVAC)
- Positive, accommodating communication skills yet also realistic about common-sense solutions to problems
- Tactful association with co-workers, church members, and community members
- Basic knowledge of custodial machinery, processes, plumbing, and heating
- Knowledge of all areas of buildings and grounds regarding repairs, maintenance, and upkeep

### **RESPONSIBILITIES INCLUDE:**

1. Administer custodial activity, preventive maintenance (including volunteer training), and emergency response
2. Supervise and direct custodial staff, volunteers, and vendor employees or workers
3. Work with staff to properly set up and take down equipment and furniture in all facilities
4. Monitor hardware functions of security systems, including, but not limited to, electronic doors, lighting, fire extinguishers, suppression systems, and playground fencing & equipment, as directed by Business Coordinator, School Administrator, and Executive Board
5. Establish and maintain a list of areas and activities requiring maintenance
6. Schedule and coordinate work with outside contractors, as necessary
7. Provide emergency "on call" services, as possible
8. Complete other emerging maintenance needs of Timothy Lutheran Ministries, as needed
9. Work with and make recommendations to Business Coordinator concerning major decisions about any aspect involving Timothy's facilities
10. Provide eMist fogging in all facilities, as needed