



Maintenance Manager

Primary Objectives:

The Maintenance Manager ensures overall pride in the appearance and purpose of FCC's campus, securing hospitable, safe, clean, efficient facilities and grounds.

Primary Responsibilities:

- Prioritize and execute all maintenance projects in conjunction with the Executive Director of Church Operations (EDCO) and the annual budget
- Oversee and inspect the FCC campus in regard to the maintenance and upkeep of the buildings and grounds including HVAC equipment and generator
- Perform routine, preventative maintenance to keep the building functional; including but not limited to minor building repairs, basic carpentry, electrical, plumbing, light bulb/ballast replacements, supplemental snow and ice removal, and seasonal groundskeeping
- Procure outside vendors/contractors for required maintenance work, evaluate proposals with EDCO, and oversee work
- Schedule and supplement the work of the HVAC maintenance contract service in performing routine and emergency HVAC tasks
- Be available "on-call" for emergencies, (i.e. respond to alarms/alerts of the HVAC and Fire/Smoke systems, flooding, etc.)
- Recommend procedures necessary to ensure compliance with existing building codes and regulations
- Inventory and procure supplies
- Maintain custodial equipment/tools
- Set up facility spaces for meetings and events
- Supervise maintenance volunteers and support staff

Necessary Experience and Knowledge Base:

- Maintenance experience of buildings and equipment
- Solid understanding of plumbing, electrical, HVAC systems, basic carpentry, and painting skills.
- Ability to bend, stoop, ascend and descend ladders and stairs, stand at length, and lift up to 70+ lbs. with or without reasonable accommodation

Characteristics and Qualifications:

- Self-motivation and ability to work independently and in cooperation with others
- Strong time management and organizational skills
- Strong communication, comprehension, and interpersonal skills
- Flexibility to adjust schedule to suit the needs of the organization
- Ability to establish good working relationships with members of staff and outside users of the facility
- Willingness to take ownership of the state of the facility

Accountability and Review:

The Maintenance Manager reports to the Executive Director of Church Operations and is accountable to the Governing Board through the Personnel Committee. Performance review annually.

Miscellaneous:

This is a part-time exempt position requiring 20-30 hours per week with some flexibility in scheduling. Vacation time and holiday benefits are outlined in Employee Practices and Policy Manual and can be reviewed with the Executive Director of Church Operations. A background check is required prior to hire. Medical and Retirement Benefits are not offered.