

## **Facilities Manager**

West End United Methodist Church is currently seeking an experienced Facilities Manager. You must be proactive, detail-oriented, and enjoy working in an environment that is mission-driven and community-oriented. The ideal candidate will have strong problem-solving, communication, and organizational skills, a collaborative spirit, and the ability to balance multiple priorities.

West End UMC is a large church with a growing congregation located in Midtown Nashville, adjacent to Vanderbilt University. We welcome and celebrate the gifts God has given to everyone: every age, race, gender identity, sexual orientation, economic and family status, ethnicity, and mental and physical ability. If you are passionate about your community, helping others, and are looking for a fulfilling new role, we want to meet you!

### **Principal Functions:**

The Facilities Manager coordinates the property needs of the church, including event management, communication, and scheduling. This position supervises the upkeep, security, and maintenance of all buildings, equipment, grounds, and landscaping; maintains inventories, and supervises property personnel. Additionally, they oversee planning for future facilities development in keeping with the program plans and needs of the church.

### **Regular Duties as Facilities Manager:**

- **Custodial Management:** Oversee the custodial staff to ensure cleanliness of the building; provide daily instructions for set-ups, coordinate with staff regarding meeting needs, worship services, events, etc.
- Coordinate with the appropriate committees, contractors and architects, as needed, to facilitate renovation, and keep the church building current with codes.
- Assist the Pastoral/Program staff to ensure building operations support ministry services through support staff (ex. set-ups), guard service, and “on call” bases.
- Supervise Building Engineer for the maintenance of mechanical, electrical, and life safety systems for safe and efficient operation. Ensure that preventative maintenance occurs on all major systems.
- **Safety & Security:** Oversee the security of the building, supervise the Safety and Security Coordinator and security staff, coordinate extra coverage for special events when needed, implement safety initiatives (ex. Buzzer system, fire drills), serve as key staff member in safety and security planning.
- Manage weekly, special events, and as-needed parking for constituents.
- On call 24/7 to respond to unexpected issues that may arise which relate to property management and implement actions necessary to correct any problems (ex: security alarm activated, system shutdown, etc.)
- **Columbarium:** Coordinate usage and maintain records (ex. agreements, payments, spreadsheets).
- Coordinate and maintain telecommunications system which includes lines, voicemail and internet systems.
- Coordinate weekly and seasonal landscaping work to correspond with the needs of the church; assess and maintain current plantings for overall good health; maintain irrigation and exterior lighting.

- Manage contract/agreement renewals and property insurance
- Maintain Inventory: Coordinate hospitality, janitorial, and maintenance supplies; coordinate and monitor purchasing of equipment; coordinate recycling program; have a working knowledge of all equipment that is jointly used by staff and ensure their good working order.
- Special Projects: Solicit bids, oversee work with Building Engineer, and coordinate scope of work.
- Church Bus: Coordinate regular maintenance/repairs and train new drivers, as needed.
- Maintain assigned budgets, manage and submit invoices.
- Serve as Kitchen Manager of the commercial kitchen. Duties to include:
  - Help maintain policies for kitchen operations
  - Oversee cleanliness and health standards of the kitchen and all equipment and fixtures in accordance with established guidelines, particularly government health licensing
  - Review kitchen policies with all users (kitchen agreement)
  - Train caterers, members, etc. on the use of the equipment
  - Attend monthly Food Service Committee meetings
- Attend monthly committee meetings related to ministry areas pertinent to Property Operations.
- Other duties as assigned

**Job Specifications:**

- Organizational and communication skills
- Supervisory and interpersonal skills
- Basic understanding of mechanical, electrical, and life safety systems
- Commercial kitchen licensing
- Knowledge of contract writing and implementation
- Negotiation skills
- Computer literacy in Microsoft Office Suite (esp. Excel, Word, and Google Mail)
- Church or property management experience is a plus
- Current driver's license and ability to drive church bus

**Working conditions:**

- Physical Demands: Standing or sitting for long periods of time; climbing stairs to the roof, balcony, or other areas in facility; walking 123,000sq.ft. facility and grounds to inspect equipment and supervise building engineer and contract labor; reach with hands and arms (occasionally overhead), stoop, kneel, and occasionally lift or carry or otherwise move and position objects weighing up to 25 pounds.
- Generally well-lit, heated and/or air-conditioned indoor office setting with adequate ventilation. The position sometimes requires walking or standing outside in all types of weather conditions.
- Moderate noise level.
- Communicate with staff, parishioners, vendors, and guests by phone and email.
- Ability to use general office equipment to include but not limited to multi-function copier, automated folding machine, multifunction printer, fax machine, and postage machine.
- Hours: Full-time, exempt position, Monday-Friday. Occasional evenings, weekends, and holidays (Easter and Christmas Eve services) for meetings and special events. On call 24/7 for emergencies and security, as needed.

**Schedule:** Monday through Friday, Day shift

**Full/Part:** Full-Time

**FLSA Status:** Salaried Exempt

**Location:** Midtown/Vandy area – 37203

**Pay:** \$64k-\$65k/yr

*West End United Methodist Church is an Equal Employment Opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.*