

WEST HOUSTON CHINESE CHURCH

JOB DESCRIPTION

TITLE: Facilities Manager

REPORTS TO: Executive Pastor

**RELATES
CLOSELY WITH:** Church Council, Volunteers, Outside Vendors

SUPERVISES: Facilities Staff

HOURS: Full Time Salaried requiring working on weekends

OBJECTIVE: The role of the Facilities Manager is responsible for overseeing the day-to-day upkeep, repair, and maintenance of the Church's property and equipment under the direction of the Executive Pastor and in conjunction with the vision and policies of the church.

RESPONSIBILITIES:

- Maintain the facilities of the church, including building, grounds, equipment, furniture, and fixtures.
- Ensure facilities are ready to support all areas of ministry, administration and outside use.
- Ensure facilities are used appropriately and according to established policies.
- Maintain a safe and secure environment, including maintaining and training of the camera and the alarm monitoring systems, and maintaining a key roster and providing keys to workers.
- Recruit volunteers for areas that require such involvement.
- Purchase of maintenance supplies.
- Oversee and facilitate equipment and room setup for church functions.
- Manage church vehicle fleet, i.e. maintaining, cleaning and preparing the church vans for various ministries.
- Develop budgets in consultation with the Executive Pastor and Facilities and Reserve Management (FARM) Committee, which include projected operating costs, remodeling, repair, maintenance and other related building costs for annual, intermediate and long-term funding needs of the FARM Committee.
- Oversee any projects relating to the facilities, such as remodeling work.
- Supervise and manage the facilities team.
- Maintain and update church facilities and asset inventory database
- Develop and maintain a vendor list of qualified consultants/contractors to carry out various repair and maintenance projects of church when needed.
- Other duties as assigned.

SKILLS/QUALIFICATIONS:

1. Must be a Born-Again Christian
2. College degree or training in a technical field
3. 5+ years facilities management preferred
4. Computer skills and familiarity with spreadsheets and database software a must
5. Experience working (volunteer or staff) in a church
6. Teamwork, teachable and open attitude
7. Bilingual Chinese and English preferred, must be fluent in English (verbal and written)
8. Effective communication skills, both verbally and in writing