

Facilities Manager

Pay: \$25.00 per hour

Second Presbyterian Church of Baltimore is seeking a Facilities Manager, responsible for overseeing the maintenance, operation, repair, and improvement of facilities.

Responsibilities include, but are not limited to the following:

- Work closely with the Trustees and staff to understand facility-related needs.
- Attend weekly staff meetings.
- Ensure tasks are performed to maintain church property and buildings.
- Coordinate with external vendors, contractors, and service providers for specialized maintenance and construction projects.
- Develop and implement comprehensive maintenance plans to ensure the safety, functionality, and aesthetic appeal of buildings and grounds.
- Oversee and manage repairs, preventive maintenance, and service contracts for HVAC, plumbing, fire protection, mechanical, janitorial, exterminating, painting, and landscape.
- Work with Trustees and Church Administrator to ensure facilities and buildings are in compliance with local, state, and federal guidelines, codes and safety regulations, and maintain any records and licenses.
- Conduct regular inspections of facilities to identify maintenance needs, safety hazards, and opportunities.
- Work closely with the janitorial service to maintain the cleanliness of the church and work with the janitorial staff to coordinate with scheduled events.
- Oversee building lights and timers.
- Emergency contact for building users, vendors, and utility services.
- Ensure safety measures are taken when inclement weather impacts the church buildings (e.g. ice storms).
- Maintain a positive working relationship with the Trustees and work with them to care for our facility within the boundaries of the trustee budget and participating in the prioritization of the building maintenance budget and monitor budget expenditures.
- Maintain a positive rapport with visitors, congregation, and staff.
- Utilize the use of technology to maintain accurate records of maintenance activities, equipment inventory, and budgetary expenditures, supplies, project status, and facilities use.
- Order, manage, and stock facility supplies for campus.
- Light janitorial duties as needed.
- Coordinate and execute event set-up and tear-down.
- Run errands, as needed.

Benefits: Flexible schedule

Work Location: In person

If interested, remit resume to jobs@secondpresby.org