

MADISON AVENUE PRESBYTERIAN CHURCH (MAPC)
2110 Madison Avenue
Baltimore, Maryland 21217 443-523-7935 (Church Office)
CONTACT: Rev. Phyllis Felton 443-622-0242

POSITION DESCRIPTION

Job Title: Facilities Manager

Supervised by: Designated Representative of the Session of MAPC

Effective: August 15, 2021

Summary: The Facility Manager will oversee the organization's facility operations and building-related activities. You will be responsible for preserving the good condition of infrastructure and ensure that the facility is safe and well-functioning. You will oversee building and grounds maintenance to include inspecting, maintaining and repairing mechanical, electrical, plumbing, and HVAC systems to ensure optimal operating results and provide various routine custodial and maintenance tasks, ensuring the cleanliness, sanitary conditions and appearance of the church building.

Essential Duties and responsibilities include the following.

1. Assure security of the building and respond to facility and equipment alarms and systems failures. Ensures the facility is clean and maintained.
2. Inspects and cleans sanctuary, rest rooms and all other rooms in the Church building. This includes but is not limited to, such duties as sweeping, dusting, washing windows, carpet and floor cleaning and related functions. Removes rubbish and trash from the premises for proper disposal.
3. Ensures safety devices such as fire extinguishers, smoke detectors and emergency lights are operational and inspected as required.
4. Inspect building structures to determine the need for repairs or renovations. Plan and coordinate all installations as a result.
5. Perform minor repairs and painting. Contracts work for major maintenance or repairs. Obtain estimates and quotes from vendors and suppliers. Oversee any facility repairs and renovations by contractors and supervises the quality of their work to ensure that all tasks are performed correctly, efficiently and effectively.
6. Handle, manage and review service plans and contracts. Calculate and compare costs for goods and services to maximize cost-effectiveness
7. Sets up and takes down chairs and tables required for various church meetings

and usage by outside groups.

8. Inventory and manage the upkeep of equipment and supplies
9. Allocate and manage space requirements for maximum efficiency, and coordinate intra-office moves.
10. Change church marquee on a weekly basis or as required
11. Provides needed services related to weddings, memorials, and funerals for which the Facility Manager is compensated separately.
12. Performs other responsibilities as directed within the limits of this position

**Working
Schedule:**

- This is a part-time position of currently up to 15 hours per week and may be subject to change. Working hours are flexible and should be arranged to accommodate responsibilities without the need to exceed 15 hours per week on any regular basis.

**Education and/or
Experience:**

- Must be able to read, write and speak English in an understandable manner.
- Must possess a diploma or GED Certificate. Advanced education is a plus.
- Must have three (3) or more years of experience in facility management activities & functions.
- Must have valid Driver's License and reliable transportation.

**Certificates, licenses,
registrations:**

- Any certificates, licenses or registrations germane to this position are a plus.

Working conditions, Specific Requirements and Physical Demands:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of the position. Must be able to make independent decisions when circumstances warrant it.

- Sits, stands, bends, reaches and moves intermittently during

work.

- May be subject to frequent interruptions.
- Works beyond normal hours for planned functions of the church and emergencies.
- Communicates effectively and tactfully with church staff, volunteers, members and guests.
- Is exposed to slippery conditions, odors, outside weather conditions, etc.
- Must be able to manage time and multiple tasks and projects.
- May be required to lift, push, pull, and move equipment, supplies, etc., up to 50 pounds
- Must be in good general health.
- Must be able to supervise other staff and volunteers.
- ***Must be able to pass a background check and drug screening tests.***
- Possession of your own tools is desirable.

Rate of

Pay:

The rate of pay for the Church Facility Manager position is between \$15.00 and \$20.00 per hour commensurate with experience and/or budgetary requirements