

Facilities Manager

Position Summary:

This position oversees the strategy and stewardship of the facilities of Pulpit Rock and provides management and leadership to the facilities staff employed by Pulpit Rock.

Position Reports To: Executive Pastor of Adults

Times and Hours: This is a 20 hr a week, part time salaried position

Supervisory Responsibilities: Oversees contract services and facilities staff

Position Duties and Responsibilities:

Manage & Lead Facilities Staff

- Help set pace, priority and lead the facilities staff team.
 - Grounds Manager – Jerry Westling
 - Assistant Facilities Director – Jesaia Sturm
 - Hourly facilities staff (2-3) that assist in room flips and projects
- Communicate the “why” behind doing a good job and serving both CILA and PRC

Coordinate Contracted Services

- Coordinate all billing, communication and management of weekly & monthly contracted services with cleaning company, trash, snow removal, security systems etc.
- Coordinate scheduling, bids and management of repairs of building systems like HVAC, plumbing, electrical, etc as needed.

Coordinate with Tenants & PRC Ministries

- Regular communication with CILA regarding classroom setups, special events and cleaning. Maintain healthy and happy working relationship between PRC and CILA regarding shared used of space and help manage frustrations and problems that arise
- Regular communication with all renters & tenants
- Help coordinate use of space for PRC small groups, student ministry, worship teams, church events and weekly setups
- Assist in coordinating rental of PRC space to outside parties for things like weddings, memorial services, DHS foster care, misc. community events

Budget Planning & Management

- Provide oversight for spending of facilities staff
- Work with operations team to manage facilities budget, shared costs with CILA and building improvement projects as needed.

Safety Team

- Update safety plan as necessary
- Manage officer on-site schedule for Sunday mornings

General Staff Responsibilities

- Check-ins with supervisor (2x a month)
- Attend staff meetings
- Operations Team meeting (2x a month)
- Communicate, team and work well with other staff as needed
- Other duties as assigned

Qualifications & Required Skills

- Vibrant and healthy spiritual life.
- Team leader and administrator.
- Great communication.
- Attention to detail.
- Experience with project management.