

JOB DESCRIPTION

Position	Facilities Administrator
Purpose	The Facilities Administrator oversees the maintenance, repair and physical condition of the grounds, buildings, and vehicles in support of the various program ministries of Bethany Presbyterian Church. He or she will manage current priorities and projects of our facility and keep Bethany's facilities operating smoothly while being a part of our staff team.
Accountability	The Facilities Administrator reports to and is accountable to the Head of Staff Pastor. The Facilities Administrator works in consultation with the Administration Elder and the Administration Team.
Hours	The job is half-time, approximately 20 hours per week. The Facilities Administrator will keep a consistent weekly schedule for those hours as much as possible.

Qualifications:

- Personal commitment to Jesus Christ and openness to the direction of the Holy Spirit
- Ability to view the care of our facility as a ministry of faithful stewardship
- Ideally, experience in facilities/property management and "handyman" skills
- Experience in basic business management including planning and budgeting
- Skills in problem solving, organization, follow-through, communication, project management, team building and diplomacy.
- Experience in basic Windows applications.

Responsibilities

1. Manage a maintenance plan for the upkeep of the Church buildings, property and vehicles, keeping both near-term and long-term needs in mind.
2. Manage the buildings and grounds budget.
3. Perform handyman repairs and maintenance (carpentry, electrical, plumbing) and when needed engage a contractor in a timely manner.
4. Assess emergency building repair needs as they arise. As appropriate, make the repair, contact a Bethany resource, or engage a contractor in a timely manner.
5. Track rent payments from Little Friends preschool, and participating in their contract negotiations every three years.
6. Attend bi-weekly staff meetings and keep abreast of the facility needs of program and support staff.
7. Demonstrate and articulate Bethany's vision and passion for Christian ministry in dealing with the local community, neighbors, renters, congregation members and guests.
8. Manage the Church calendar for vehicle use. Discuss scheduling with internal and external groups and obtain rental payments.
9. Manage outside group use of Bethany's facilities, processing applications, collecting fees and liability insurance information, and providing oversight for the event
10. Maintain a secure building, including custodianship of keys.
11. Review and approve all utility, repair and other bills related to the facilities.
12. Maintain property insurance coverage as directed by the Administration Team and report property losses to Bethany's insurance company.
13. Supervise the custodial staff.
14. Research and utilize congregational members for volunteer project possibilities.

Relationships: The facilities manager relates to all of staff, the administration elder, and outside groups using the facility. He or she supervises the custodian, assistant custodian, the gardener and the lock up person. The facilities manager is accountable to the Pastor, Head of Staff in the performance of her/his responsibilities.

October 25, 2017