



# BETHANY

PRESBYTERIAN CHURCH

## JOB DESCRIPTION

**Position:** Facilities Administrator

**Purpose:** The Facilities Administrator oversees the maintenance, repair, improvement, and physical condition of the church grounds and buildings in support of the program ministries at Bethany Presbyterian Church. The Facilities Administrator will develop and manage Bethany facility project priorities in consultation with program staff and ministry partners to keep the facilities operating smoothly and managed with good stewardship for the long term.

**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 practical.

### Qualifications:

- Personal commitment to Jesus Christ and Scripture and an openness to the direction of the Holy Spirit
- Ability to view the care of our facility as a ministry of faithful stewardship
- Experience in facilities/property management and maintenance skills
- Experience in basic business management including planning and budgeting
- Skills in problem solving, organization, follow-through, communication, project management, team building, and collaboration
- Experience in basic Microsoft Office applications such as Word, Excel, and Outlook

### Responsibilities with Regards to Tasks

- Manage a maintenance plan for the upkeep of the church buildings and property, keeping both near-term and long-term needs in mind
- Perform maintenance repairs (carpentry, electrical, plumbing) including emergency building repairs. When needed, engage a contractor or other Bethany resource in a timely manner
- Manage the buildings and grounds budget, including review and approval of all utility, repair, and other bills related to the facilities
- Maintain secure buildings, including custodianship of keys
- Annually review property insurance coverage and submit recommendations to the Administration Team. Report property losses to Bethany's insurance company

### Responsibilities with Regards to Partner Relationships

- Track rent payments from Little Friends Preschool and participate in their lease negotiations
- Attend bi-weekly staff meetings and keep abreast of facility needs for program and support staff
- Manage outside group use of Bethany's facilities, process applications, collect fees and liability insurance information, and provide oversight for their events

- Supervise full-time and part-time custodial staff. This includes regular communication and delegating appropriate responsibilities
- Have the ability and a heart for identifying, recruiting, and managing the skills and gifts of the Bethany congregation for volunteer work related to church building and grounds

### **Responsibilities with Regards to Personal Accountability**

- Demonstrate and articulate Bethany's vision and passion for Christian ministry in dealing with the local community, neighbors, renters, congregation members, and guests
- Attend Bethany worship at least twice a month

**Relationships:** The facilities administrator relates to all of staff, the administration elder, and outside groups using the facilities, including Little Friends Preschool. He or she supervises the custodian, assistant custodian, the gardener, if any, and the lock up person. The facilities manager is accountable to the Pastor (Head of Staff) in the performance the position's responsibilities.

Last Revision: January 26, 2023

