

Facilities Manager Job Description/Expectations

Principal Focus.

The Facilities Manager will be a full time manager responsible for overseeing the consistent upkeep of all church buildings and grounds of a one-block campus with several buildings.

Relationships:

- Internal
 - Works directly with the Canon for Administration and other staff.
 - Relates with staff in setup and arrangement of classrooms, meeting rooms and worship spaces.
 - Relates to staff in attending weekly staff meetings.
 - Relates to the Properties and Churchyard Committees of the Cathedral.
 - Supervises the sextons.
- External
 - Relates to vendors for maintenance and repair of all plant equipment.
 - Relates to third-party inspectors for fire systems, elevators, HVAC systems and plumbing systems.

Regular Duties.

- Is responsible for the physical property of the church.
- Oversees and insures the daily cleaning, set-up and breakdown of rooms, replenishment of supplies, and securing of facilities and equipment to accommodate ongoing church programming.
- Performs and/or schedules and oversees routine and special maintenance functions. Ensures that janitorial and maintenance supplies, are managed in a cost effective manner, while providing a clean, safe and compliant environment.
- Maintains the overall appearance, cleanliness, safety, practical workings of all buildings, interior and exterior, as well as air conditioning and heating systems, lighting and sound systems.
- Acts as primary caretaker for the upkeep of the Cathedral grounds (lawn, shrubs, trees, beds, and sprinkler system, sidewalks and parking areas) through a combination of external service providers and internal staff.
- Trains and supervises full-time sextons and other part-time or temporary staff as necessary.

- Assists in the budgeting process for the Property Ministry of the church.
- Secures bids for outsourced maintenance and repair projects, writing specifications when necessary, and reviews these with the Canon for Administration.
- Schedules all third-party inspections on fire systems, elevators, HVAC systems, water back-flow preventers.
- Monitors computerized HVAC controls, adjusting settings when necessary.

Skills and requirements.

- Possesses the following: integrity, credibility, technical expertise, interpersonal relationship skills suitable for the position and dedication to the mission, vision and values of the Cathedral.
- Demonstrates proficiency in commercial building maintenance (including plumbing, electrical, heating and air conditioning).
- Demonstrates leadership and management skills.
- Possesses a good working knowledge of budgeting processes as well as purchasing and bidding procedures
- Has a college or technical college degree and/or at least five years supervisory experience in a related field.
- Has a solid work record for safety and the ability to train and manage others to work to the highest safety standards.
- Demonstrates a high degree of maturity, the ability to multi-task, the ability to prioritize a heavy and varied workload and to maintain control under pressure.
- Is highly organized and self-directed, requiring little supervision.
- Is able to meet the physical demands of the job including lifting, climbing, and operating machinery

Interested applicants may send a cover letter, resume, salary history, and references by email to Donald Benson, Canon for Administration at benson@trinitysc.org or by US Mail to Donald Benson, Trinity Episcopal Cathedral, 1100 Sumter Street, Columbia, SC 29201.