



SPRING LAKE CHURCH

Job Description:

Position: Facilities Manager
Reports to: Executive Pastor
Type of Position: Full-Time; Exempt

Overview:

The Facilities Manager will advance the mission and vision of Spring Lake Church by assuring the facilities and grounds at all campuses create environments for ministry to flourish. The Facilities Manager will steward the resources and assets of the church well while also maximizing facility use for SLC ministry and to bless the local community.

Responsibilities:

Leadership

- Develop vision to assure SLC facilities are clean, safe, and create a welcoming and fruitful environment for ministry and community use.
- Develop and implement strategy for the Facilities Department to move towards vision.
- Identify future needs and help craft strategy to address those needs.
- Develop and manage Facilities Department budget with Operations Director as lead.
- Lead, equip and care for Facilities Department staff.
- Partner with ministry staff to achieve ministry objectives.
- Work with interior and exterior design teams to implement approved design plans.

Maintenance / Custodial

- Develop and hold quality standards for facility cleanliness and appearance.
- Lead Facilities Department staff to assure all areas are clean, safe, uncluttered, in good working order and represent the church well.
- Identify and respond to maintenance needs in a timely manner.
- Utilize volunteer teams to address maintenance and custodial needs.
- Work with approved vendors and contractors to address maintenance needs.

Projects

- In tandem with Operations Director, work with staff to identify projects to help move towards SLC mission and vision.
- Work with Operations Director to choose contractors, construction companies, and vendors with Operations Director as lead.
- Work with Operations Director on facility projects to assure completion on time and within budget, and to achieve objectives.

Building Use

- In conjunction with Executive Pastor and Campus Pastors, develop and implement strategy for proper facility use by SLC ministries, ministry partners, and outside groups to care for our facilities while also maximizing facility utilization.
- Seek financial approval for building strategy through Operations Director.
- Become champion of PCO Calendar app used for facility reservations and requests.

Requirements:

- Vibrant and healthy spiritual life.
- Availability to address urgent needs 24/7.
- Leader who can evaluate situations, develop solutions, and deliver results.
- Extensive experience in a Facilities specific role.
- Solid team player who can play the role of servant, peer, and leader in team dynamics.
- Ability to recruit, develop, and retain volunteer teams.