

Facility Manager

Location: Boerne, Texas

Hours: Full-Time

Schedule: Monday-Thursday;

Partial Friday/Sunday

Direct Report: Executive Director

Administration

Compensation: Salary TBD



Job Summary

The Facility Manager (FM) position entails maintaining a safe, functional and quality environment to support the mission of Currey Creek, its staff, members and visitors. Primary focus will be in assessing and maintaining in a quality and diligent manner the interior/exterior campus buildings, building systems and grounds, as well as furniture, fixtures and equipment. This position will self-perform a majority of basic to moderate repairs/maintenance, room/event set ups and tear down and will be responsible for quality control, management and relationships of vendors/subcontractors to include janitorial and grounds maintenance. The FM will also be responsible for developing and managing/adhering to an annual budget and capital replacement program as well as identifying/recommending cost savings and performance improvement opportunities.

Responsibilities

- Through a combination of self-performance and vendor/contractors agreements assume responsibility for the buildings, building systems (HVAC grounds, fire/security alarms, elevators, etc.) and equipment/furnishings and ensure their proper care creating a safe and inviting environment.
- Develop an annual facility operations and capital budget to include the establishment of annual maintenance objectives/plans and monitor actual expenses to budget on a monthly basis.

- Ensure compliance with applicable fire and safety codes and take all reasonable efforts to enhance the safety and security of the buildings and grounds
- Review appropriate requests for use of church buildings and grounds and manage accordingly. Supervise the assignment of classrooms and meeting spaces with staff and outside groups, with responsibility for ensuring rooms are clean and properly set up prior to events and clean and properly in order after the event. Will include the set up and furniture tear down and reset as needed; may be completed through self-performance and/or some contracting depending on scope.
- Assist in evaluating and obtaining appropriate property insurance coverage and policies.
- Perform a thorough inspection of church facilities and grounds on a regular basis and address any issues in a timely manner.
- Manage all necessary inspections of fire, elevator and other required systems ensuring compliance.
- Responsible for ensuring all church facilities and grounds are OSHA compliant with current/updated MSDS sheets, including vendors/contractors.
- May be required to provide progress reports on status of key projects efforts.
- Review and approve all facility maintenance related invoices.
- Other duties as assigned.

Minimum Qualifications:

- Minimum of 3-5+ years of relevant work experience in the field of facilities management. High school diploma or GED equivalent. Background check required.
- Must have a working knowledge of HVAC, electrical, plumbing and roof systems and general carpentry with demonstrated experience in self-performing this type of work and effectively managing third party contractors.

- Independent, self-starter with strong organizational skills and a working knowledge of computer skills to include Microsoft Office applications.
- Strong communication and interpersonal skills with the ability to work with volunteers, vendors and other external contacts with tact, courtesy and goodwill.
- Must be able to climb ladders and stairs; stoop, kneel, crouch, and crawl; capable of lifting 50 pounds.

Work Setting and Schedule:

- On-site; workstation provided. Monday through Thursday; partial day Friday and/or Sunday; some evenings/weekends may be required.

Personal Responsibilities:

- Maintain God ordained priorities in your life by putting Jesus Christ first, your spouse second, your children third and the ministry fourth.
- Know and embody the church leadership behaviors.
- Exalt God, Engage the Culture, and Equip the Christ follower on a personal level.

How to Apply:

Please submit a cover letter and resume to info@curreycreek.com. In your cover letter, please share your vision for how you would use your skills as a Facility Manager to support the mission of Currey Creek Church.

This job description reflects the general duties and responsibilities necessary to describe the main functions of the role. It is not meant to be an exhaustive list of all tasks the Facility Manager may be asked to perform.