

FACILITIES MANAGER

JOB DESCRIPTION

Job Title: Facilities Manager

Employer: Edmonton Church of God (ECoG)

Position Classification: Part-Time 0.2-0.6 FTE (8-24 hours per week)

Ministry Area: Operations

Position Reports to: ECoG Board of Trustees (Board)

Reports to this Position: ECoG Custodial Staff; ECoG Groundskeeper(s)

Date Approved: October 7, 2021

Posting End Date: October 25, 2021

Revision Date: N/A

POSITION SUMMARY

The Facilities Manager oversees and collaborates with the Board on the management and operations of all the physical facilities and grounds of the ECoG located at 7230 Keswick Link SW, Edmonton, Alberta (Facilities). The role provides oversight and responsibility for the buildings, grounds, parking lots, equipment, building systems, general security, and waste management, ensuring the Facilities are fully operational, safe, clean and neat, and prepared for services and ministry activities. This position oversees and performs maintenance and repairs for the church building, equipment (HVAC, electrical, plumbing, mechanical, irrigation) and property in a cost effective manner, and acts as the church representative with outside contractors and inspectors.

RESPONSIBILITIES AND DUTIES

Duties include, but are not limited to, the following essential functions:

- Ensure Facilities are clean, well maintained, and secure, ready for Sunday services and mid-week events.
- Establish, in collaboration with the Board, methods, vendors, and systems to ensure property maintenance, enhancements and improvements are performed at regular intervals, as appropriate.
- In collaboration with the Board, implement, monitor, and follow policies and procedures designed to improve operations, minimize operating costs, and provide efficient use of labour and materials.

- Oversee the custodial staff, groundskeeper(s), and outside service contractors. Assist custodial staff and groundskeeper(s) during busy times.
- Develop and manage a team of volunteers; schedule and coordinate efforts of those willing to assist, as needed.
- Ensure all systems, including but not limited to HVAC, electrical, plumbing, mechanical and irrigation systems, are serviced regularly for preventive maintenance, in accordance with warranty requirements. Ensure annual and regular inspections are scheduled and completed in a timely fashion.
- Operate and maintain all mechanical equipment.
- Ensure outdoor maintenance equipment is clean, well maintained, and secure.
- Conduct a waste management program.
- Ensure timely snow removal.
- Ensure the churchyard lawn, flora, and trees are manicured and maintained, including mowing, trimming, fertilization, and weed control. Follow a regular program of care.
- Serve as primary contact for Facilities related emergencies, which may require evening and weekend work.
- Is knowledgeable and responsible for the building security system. Train staff and volunteers on proper procedures when entering/exiting the building. Follow the established process for providing/removing security access to the Facilities.
- In coordination with staff and consultation with the Board, purchase supplies, equipment and services as needed in a cost-effective manner, adhering to the established budget.
- Work with appropriate government agencies to ensure that buildings meet current code requirements, and safety regulations and standards.
- Provide regular reports on the Facilities to the Board, Pastor(s), and Administrative Staff as requested.
- Assist with preparation of the annual budget for Facilities maintenance. Maintain expenditures related to the Facilities repairs and maintenance in accordance with the approved budget.
- Assist Ministry Teams with reasonable initiatives and event coordination, as needed, to accomplish desired setup.
- Assist with inventory of furniture, equipment, and maintenance supplies.

QUALIFICATIONS AND EXPERIENCE

Minimum of two (2) years experience in facilities management or related occupation. Experience in one or more of the technical areas of HVAC, Electrical, Electronics, Plumbing, Security Controls, Gardening & Landscaping, Construction, or an equivalent combination of education and experience sufficient to successfully perform the duties and responsibilities of the job.

- Knowledge of the practices, methods, and equipment utilized in facility maintenance, construction, and repair activities; including skills and abilities related to plumbing, janitorial, electrical systems, painting, carpentry, construction and heating and air conditioning systems.
- Knowledge of security practices and protocol related to facility management.
- Knowledge of safety principles, practices and applicable regulations.
- Intermediate computer skills, including experience with word processors and spreadsheet applications.
- Strong analytical and problem-solving skills.
- Knowledge of the approaches and techniques involved in budgeting, labour relations, contract management, project management, record keeping, etc.
- Capable of coordinating multiple tasks and adjusting to the changing priorities, meeting deadlines, and scheduling of a growing church.
- Demonstrate a strong work ethic and take initiative.
- Ability to multi-task in a fast-paced environment, balance competing priorities and tight deadlines, work under pressure and remain flexible.
- Strong interpersonal and communication skills (oral and written).
- Ability to recruit and train others so the church is fully equipped to respond to any need pertaining to the Facilities.
- Supervisory experience.
- Must be able to use discretion and maintain confidentiality at all times.
- Demonstrate sound judgment in decision making.
- Understanding of and alignment with the core values, mission and vision of the church.
- Must be integral and committed to living a public life that is founded in Christ likeness and above reproach.

EDUCATION AND CERTIFICATES

- Maintenance and technician certifications are desirable.
- A valid Alberta drivers' license is required.

WORK SCHEDULE

Employee will be required to work a minimum of eight (8) hours per week or as many hours as it may take to perform above job duties. Schedule will include Sundays, as required. Holidays such as Easter and Christmas are also potential work days. The schedule may vary based on season, event demands and may require work performed after hours and/or weekends if necessary.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Must be able to move freely throughout the building, bend, stoop, stand, walk, climb ladders and be able to lift up to 50 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must be able and willing to work outdoors – at times in inclement weather.

ORGANIZATIONAL COMMITMENT

Preference will be given to applicants that know, understand, and support the mission, vision, values, and beliefs of the Church of God, individuals with a servant's heart that seeks to Love, Live, Serve – Like Jesus.

- Values collaboration and fosters a spirit of openness and unity with ECoG staff, the Board, Ministry Teams, congregants, and vendors.
- Willingness to sacrifice personal time for the good of the church.
- Exhibits character traits needed to work with the public, staff, and congregation, such as friendliness, patience, kindness, gentleness, and approachability.
- Committed to the local church; regular attendee of ECoG church services.
- Regular participant in ECoG ministries.

COMPENSATION

- Commensurate with experience.

HOW TO APPLY

Please email resumes to office@edmontonchurchofgod.com or submit to a member of the ECoG Board of Trustees, referring to the position of interest.

We thank you for taking the time to apply and expressing interest in this position, and are committed to providing a fair and transparent hiring process.