**Position Authorization**

**AUGUSTANA LUTHERAN CHURCH**

**Position Title**: Facilities Manager

**Position Summary**:

Augustana Lutheran Church is a Christian organization located in East Denver. The Church has a campus comprised of two connected buildings with space for worship, offices and classrooms and 5.5 acres of land, including parking facilities, a park and playground structures. In addition to worship, the Church offers a pre-school and summer programs that are regularly used by 60 – 100 children each weekday.

We are looking for a part-time (30-hour per week), hands-on Facility Manager to maintain and enhance these facilities. The successful candidate will actively manage facility operations, supervise staff, market available space to third-party users and plan and implement improvements to the properties, all while remaining in compliance with local, state and federal regulations.

**Major Responsibilities:**

**Maintenance (Approximate time: 20%):**

* Assure that scheduled maintenance for facilities and vehicles owned by the Church is completed on time and in conformity with established procedures and that all required inspections of Church assets are completed on time and in conformity with applicable regulations. When significant repairs are necessary, secure bids from reputable contractors and execute contracts to assure that work is properly completed in accordance with established safety and security protocols. Recommend maintenance, mechanical, electrical and facility design modifications as appropriate. When necessary, complete and file applicable government reports.
  + Measures of success: develop and adhere to a maintenance plan, develop and adhere to a work-order process, comply with annual budgets for property operations and improvements and encounter minimal licensure issues for the pre-school attributable to facility safety or security issues. Develop measures of planned v reactive maintenance and assure that the Church’s results are consistent with industry benchmarks and are maintained or improve from period to period.

**Supervise Staff (Approximate time: 30%):**

* Supervise staff to assure that the facilities are clean and ready for their intended use and that qualified personnel are onsite or otherwise available so that users of the facility have a resource to address issues when necessary. Assure that the security system and related procedures are properly maintained, updated regularly and conform to applicable standards and regulations. When staff members are unavailable or indisposed, assure that those responsibilities are handled.
  + Measures of success: develop an effective method for on-call service, arrange for appropriate custodial services including services that meet safety standards for the pre-school and conduct and document regular facility inspections to assure that these objectives are met. Develop and administer an annual satisfaction measurement tool for users of the facility, selected members of the staff, the Chairperson of the Property Committee and selected members of the Congregational Council. Assure that facility maintenance costs/square foot are consistent with industry benchmarks and are maintained or improve over time.

**Administer Contracts (Approximate time: 15%):**

* Effectively administer contracts with users of the facilities to assure that financial provisions are appropriate and enforced, that required alterations to the space being used are completed in a timely and effective manner and that necessary repairs and enhancements are made in accordance with contractual requirements.
  + Measures of success: assure that there are written contracts with each user of the facility that comply with the building use fee schedule or that move users to that schedule over a reasonable period of time, that the needs of the users are reasonable and can be readily administered by existing staff or that the contract provides appropriate compensation for outside resources that must be engaged. Comply with annual budgets for both revenue and expense associated with use of the facility. Maintain and update the building use fee schedule as appropriate.

**Forecast (Approximate time: 15%):**

* Forecast, allocate and supervise the financial and physical resources necessary to manage the facility. Work effectively with the members of the Property Committee to leverage available resources to plan and execute projects. As appropriate, meet with donors to discuss their goals and objectives and assure that dedicated/restricted funds are deployed as intended.
  + Measures of success: work effectively and creatively with other staff members and the Property Committee to assure that buildings and equipment are safe, well maintained and replaced according to a reasonable schedule that appropriately balances safety and security with budgetary constraints. Once established, comply with annual operating and capital budgets to assure that objectives are met.

**Develop a Comprehensive Building Space Program (Approximate time: 20%):**

* Develop a comprehensive program to effectively use available space in the building to enhance revenue for the Church. The program will be consistent with the mission and values of the Church and be respectful of and coordinated with the needs of existing users of the space.
  + Measures of success: Since this is a new program, the initial objective will be to work with current staff, the Property Committee and outside third parties as appropriate to develop a program to effectively use space in the facility and increase existing building use fees (on an annualized basis) by 50%.

**Qualifications and Skills:**

* Strong project management skills
* Customer service orientation
* Excellent communication and negotiating skills
* Technical engineering skills
* Decision making
* Problem solving
* Demonstrated ability with Word, Excel and PowerPoint
* Leadership and professionalism
* Ability to function effectively as a member of a team
* Marketing

**Education and Experience:**

* BA in facility management, business, information management, or engineering is ideal; and/or 5 -10 years’ experience in related positions

**Physical Requirements**:

* This is a not-for-profit organization with a small staff. Frequently this requires hands-on management to accomplish objectives and cover for absences.
* Ability to move around without restriction, including climbing stairs and ladders.

**Responsible to and Supporting Relationships:**

* Reports to the Senior Pastor.
* Works closely with Property Committee.

Please send your resume and letter of interest to [julie@augustanadenver.org](mailto:julie@augustanadenver.org)