

**HOLY CROSS LUTHERAN CHURCH**  
**Facilities Manager Job Description**  
Revised October 10, 2017

Holy Cross Lutheran Church, Wheat Ridge, CO 303.423.5654  
“Know Christ and Share God’s Love.”

***General Description and Purpose***

The Church Facilities Manager is responsible for maintenance and improvements of the church building, grounds, and equipment. (Excluding office equipment). Manager reports to the Property Team /Team Chairperson with oversight from the pastor.

***Qualifications***

- Knowledge and skills to preform general building maintenance.
- Communication skills to work with Property Team and volunteers.
- Project Management skills when working with outside contractors.
- Display strong and cooperative interpersonal skills; and can perform effectively in a team environment.

***Responsibilities***

- Performs or arranges scheduled maintenance of mechanical and electrical equipment;
- Requisition of repairs, materials, and labor upon approval;
- Meets with contractors and makes recommendations on building improvements and repairs beyond the scope of the job.
- Before contractors are considered, submit requests to Church Council to find skilled volunteers in the church willing to do such improvements and repairs;
- Submits bids to the Property Committee for review and then to the Council for approval. Repairs not done by the Facilities Manager need to be bid at the discretion of the Church Council;
- Attends Property Team meetings once a month and Staff meetings once a week;
- Performs periodic inspection of safety equipment. Records safety inspections. (Smoke detectors, fire extinguishers, exit signs, lights, etc.);
- Maintains the church facilities and performs repairs;
- Sets up room arranges;
- Opens and closes memorial garden spaces for cremation urns and secures granite paver imprinting for these spaces;
- Maintains and repairs operation of the sprinkler system;
- Maintains landscape or arranges volunteers to maintain landscape;
- Mows and trims the lawn once a week in season with church equipment or arranges for volunteers in the church to trim and mow;
- Serves as backup church custodian when custodian is on vacation or sick leave;
- Oversees maintenance and repairs of church vehicles including putting gas in them before their weekly usage;

- Sees that small accumulations of snow are shoveled before staff arrives, Monday through Friday and before parishioners arrive on Sunday or arranges for volunteers to do this task;
- Replaces burnt out light bulbs inside the building and outside;
- Other duties as communicated by the Office Manager, Property Committee and / or Congregational Council.

***Accountability***

- Report to Property Team with oversight by the Senior Pastor, and Congregation Council.
- Annual performance review conducted by Personnel Committee and/or Council Executive Committee; the first to be scheduled three months after the date of signing below.

***Salary and Benefits***

- The Facilities Manager will be an hourly position. It will be approximately 10-15 hours per week between 8am and 5pm.
- The Property Team, in conjunction with the Facility Manager, will arrange coverage for sick leave or vacation time.

As agreed on this date, the \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_\_.

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