



## JOB POSTING ANNOUNCEMENT

TITLE: **Facilities Manager**

### **Position Overview:**

Lilly Grove Missionary Baptist Church (LGMBC) is excited to announce our search for a Facilities Manager position. Our mission at Lilly Grove Missionary Baptist Church is *Exalting the Savior, Equipping the Saints, Evangelizing the Sinner*. We are seeking a qualified candidate who is educated, experienced and has been called to be a dedicated servant for Christ. The full-time Facilities Manager will work under the direction of the Executive Pastor and the Church Trustees. Lilly Grove seeks a creative, self-motivated individual to join our team. The Facilities Manager for Lilly Grove Missionary Baptist Church (Lilly Grove) will be responsible for ensuring the proper maintenance of the physical campus (facilities and grounds) in a condition of operating excellence, functionality, and safety. The number one objective is to ensure that Lilly Grove's Church staff and congregation have the best physical resources available to perform ministry and to serve the community.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plan, schedule, supervise, and participate in building maintenance and repairs, including HVAC systems, electrical systems, plumbing, and general upkeep.
- Negotiate and manage contracts with vendors associated with repair, replacement, and maintenance for buildings and equipment as required to ensure uninterrupted Church operations during hours of operation.
- Develop and implement preventive maintenance schedules to minimize downtime and extend the life of equipment and systems.
- Oversee renovations, refurbishments, or new construction projects ensuring that they are completed on time, within scope, and on budget. Work in partnership with the Trustee Board.
- Serve as the Church's liaison with government agencies when inspections occur pertaining to compliance associated with electrical, fire, building, and safety standards.
- Coordinate all planning, administration, scheduling and set-up of campus facilities for ministry activities and special events. This includes supervision and maintenance of the master campus calendar of events in collaboration with the Executive Pastor and Church Administrator.

### **QUALIFICATIONS:**

#### **Essential:**

- Minimum a high school diploma or GED.
- Three to five years minimum progressively responsible experience performing skilled maintenance and repair work on commercial buildings and grounds.
- Computer literacy. Working knowledge of Microsoft Office, Excel, search aspects utilizing the Internet.
- Ability to navigate different types of applications.

#### **Preferred:**

- Professional certification (e.g., Certified Facility Manager - CFM).
- Candidates may have completed facilities management coursework in a technical or trade school.
- Bachelor's degree in facilities management, engineering, business administration, is highly regarded, but not a requirement.
- Be familiar with Occupational Safety and Health Administration (OSHA) standards.

**Competencies:**

- Great time management, organization, and prioritization abilities.
- Strong analytical and problem-solving skills.
- Possess soft skills and industry knowledge to maintain properties and communicate effectively with Church departments and during public engagements.
- Ability to supervise, prioritize, motivate, and evaluate the work of direct reports.
- Valid Driver's License. Ability to drive a vehicle safely in compliance with all laws.
- Ability to perform continuous walking, stooping, standing, and climbing.
- Extensive amount of physical effort required associated with lifting, moving, and carrying heavy objects (up to 50 lbs.) frequently.

**Benefits:**

Eligible employees can choose health care coverage from the following programs:

- Medical/Dental/Prescription/Vision
- Disability
- Life
- Accidental Death and Dismemberment Insurance
- Paid Time Off program. We also offer nine paid institutional holidays per year as well as leave for funeral and jury duty.
- 401K with Employer contribution.
- Salary range: \$41,000 to \$71,000/year.

**EMPLOYMENT CONDITIONS:**

This is a full-time position with nights and weekend work. Salary dependent upon qualifications.

**APPLICATION DEADLINE: 10/31/2024**

**APPLICATION PROCEDURES:** Please email resume, cover letter and any references to **Trustees@lillygrove.org**