

First United Methodist Church, Natchitoches LA

Job Description

Title: Facilities Manager

Reports to: Senior Pastor

Position Status: Full-Time Salaried

Summary Purpose: The Facilities Manager is responsible for monitoring, executing, and coordinating the care of all church buildings and grounds of FUMC Natchitoches.

Core Responsibilities and Duties:

1. Monitor the maintenance of the functional systems of the church and develop and maintain preventative maintenance schedules for their consistent operation (HVAC, Electrical, Plumbing, Roofing, Landscaping, and other key systems).
2. Coordinate and oversee the performance of vendors and ensure cost-effective, quality work.
3. Ensure compliance with safety, insurance, and City/Parish requirements.
4. Report breakdowns and malfunctions to the Senior Pastor and Church Business Administrator for disposition.
5. Regularly report to church leadership on facilities maintenance status and capital needs.
6. Participate in regular staff meetings and annual budget meetings to provide anticipated funds required to operate church facilities and maintain sufficient supplies for custodial staff functions for the new year.
7. Supervise the custodial staff and verify and submit their time sheets, as required.
8. Open and close facilities for church services and special events. Place signage and secure parking lot for funerals, weddings, Christmas Festival, etc.
9. Create and maintain inspection and maintenance schedules.
10. Perform other duties as may be assigned by the Senior Pastor.

Qualifications: Prior experience in the care and supervision of buildings and systems desirable. Certifications in selected systems preferred. Strong project management skills. Knowledge of relevant building codes, safety standards, and insurance requirements. Ability to create and maintain computerized schedules and prepare reports. Good communication and follow-through skills. Must pass background check and receive safe sanctuary training.

Physical Requirements: The ability to perform tasks:

- in both indoor and outdoor settings
- that involve standing, walking, lifting up to 50 lbs., and carrying items
- that involve knowledge of standard office equipment
- that require the use of tools and equipment

Employment Clause: First United Methodist Church Natchitoches requires all employees to adhere to the organizational policies outlined in the Employee Handbook, the standards of conduct outlined in the United Methodist Book of Discipline and to comply with the Safe Sanctuary Policies of FUMC Natchitoches. Any violation of these standards or policies will be subject to disciplinary measures. Your signature below signifies agreement to comply with these provisions.

Applicants can Contact Valerie Manring at valerie@fumcnla.org or call (318) 357-8296 Ext. 326.