

Position Title: Facilities Manager
FLSA Status: Exempt, Full-time
Supervisory: Yes
Reports to: Director of Operations

Who We Are

Floris United Methodist Church is a vibrant, Christ-centered community committed to sharing Christ's love with all people in our congregation, community, and world. We seek to be a place where everyone can come as they are, find belonging, build meaningful relationships, and grow in faith. Across all ministries, we strive for excellence, collaboration, and a culture of inclusivity.

Summary Description

The Facilities Manager oversees the safe, secure, and efficient operation of the church's physical assets, including the building, grounds, and parsonage. This role requires expertise in facilities management, maintenance oversight, safety, and vendor relations. The Facilities Manager supervises the Facilities Coordinator, provides oversight of Day Porters as needed, and attends Trustee Committee meetings as a staff representative. This position ensures that all facilities are well-maintained, welcoming, and supportive of the mission and ministries of Floris UMC.

Responsibilities

- Under the direction of the Director of Operations and Executive Pastor, ensure policies and procedures are in place to maintain, care for, and secure all aspects of the facility, parsonage, and grounds.
- Monitor all building systems and equipment for proper function and safety.
- Oversee cleaning services and contractors in conjunction with the Facilities Coordinator; coordinate additional assistance from volunteers or Day Porters as needed.
- Recruit, schedule, and supervise volunteers for maintenance, cleaning, and landscaping tasks.
- Perform or oversee basic repairs (e.g., doors, locks, flooring, walls, furniture) and minor carpentry, electrical, and plumbing work as needed.
- Troubleshoot faulty equipment or systems, research and contract with qualified vendors for repairs and maintenance.
- Establish and manage contracts for preventive maintenance and repair of all facility and parsonage systems, as well as landscaping and grounds care.
- Oversee and maintain the church's Emergency Preparedness Plan, ensuring—along with the Trustees and Executive Pastor—that staff and volunteers are aware of and trained for emergency situations.
- Work with the Trustees Committee to develop long-term maintenance and replacement strategies guided by the capital reserve study.
- Oversee maintenance, safety, training, and use of church vehicles.
- Program and maintain building systems (security, HVAC, access control) with the Facilities Coordinator; provide training to appropriate users.
- Coordinate and assist with office and workspace setup for staff.
- Oversee and assist with facility setups for events, ensuring the building and grounds are ready for Sunday worship and other gatherings.
- Be physically present for major churchwide events, as needed.
- Ensure the building is secured daily according to schedule and church policy.
- Provide or coordinate on-site and on-call coverage for building operations, including during business hours, Sunday worship, and emergencies.

- Develop and manage the facilities-related budget, including expenses for building, grounds, parsonage, and vehicles.
- Attend meetings as directed by the Executive Pastor or Director of Operations to ensure alignment with the Lead Pastor's vision and the church's mission.

Qualifications

- Minimum **5 years** of experience in facilities and grounds management, including supervision of custodial and maintenance staff.
- Proficiency operating building and maintenance equipment (e.g., floor buffers, carpet extractors, lawn mowers).
- Working knowledge of building systems, including plumbing, HVAC, electrical, irrigation, and general carpentry.
- Proficiency in Microsoft Office (Outlook, Word, Excel); ability to manage and track data using spreadsheets.
- Experience negotiating and managing contracts with vendors and contractors.
- Strong organizational and budgeting skills; ability to self-manage and prioritize multiple tasks.
- Collaborative approach with excellent interpersonal and communication skills.
- Positive attitude and commitment to teamwork.