

Job Title: Facility Manager

Location: Westwood Lutheran Church

Position Type: Full-Time

Overview:

Westwood Lutheran Church is a vibrant and progressive community of people who come together to worship God, serve our neighbor, share our gifts and find support as we continue our spiritual journey. We celebrate diversity and are committed to creating an inclusive environment for all employees.

We are seeking a dedicated and proactive Facility Manager to oversee the maintenance and management of our 50,000 square foot church facility. This is a unique opportunity to contribute to the upkeep of a historic building while fostering a culture of environmental sustainability. The ideal candidate will not only possess the skills to maintain and repair an aging structure but also be financially- and tech-savvy to optimize property management efficiently.

Key Responsibilities:

1. **HVAC Maintenance:** Take ownership of our HVAC system including boilers, ensuring the proper functioning, conducting routine maintenance, and overseeing necessary repairs. Must have Boilers' License or willing to obtain one.
2. **Team Leadership:** Lead and coordinate a team of custodial staff, providing guidance, training, and support to maintain high standards of cleanliness and maintenance. Manages communications for the Facility team, including seasonal notices, building announcements, notifications of work, etc.
3. **Maintenance and Repairs:** Perform routine maintenance and repairs on the church building, including plumbing, electrical, HVAC, and structural components. Identify areas in need of improvement and coordinate necessary repairs promptly.
4. **Vendor Management:** Oversee relationships with external contractors and service providers, ensuring quality work and competitive pricing. Obtain quotes, negotiate contracts, and manage service agreements.
5. **Environmental Sustainability:** Develop and promote environmentally friendly practices and initiatives within the facility. Implement energy-efficient measures, waste reduction strategies, and sustainable resource management to minimize our environmental footprint.
6. **Technology Integration:** Utilize technology and property management software to track maintenance schedules, equipment inventory, and work orders. Explore opportunities to enhance operational efficiency through technology solutions.

7. **Safety and Compliance:** Ensure that the facility meets all safety and regulatory requirements. Regularly inspect the premises for potential hazards and maintain records of safety inspections. Coordinate with relevant authorities as needed. Lead safety & security team.
8. **Budget Management:** Assist in developing and managing the facility's budget, including cost forecasting, expenditure tracking, and optimizing resource allocation.
9. **Emergency Response:** Develop and implement emergency response plans for the facility. Be available for after-hours emergencies and coordinate with relevant parties as needed.
10. **Foster Collaboration with Confidence:** Act as the go-to resource for members, staff, and volunteers, building strong relationships through clear, respectful communication. Bring a proactive approach to identifying needs, solving problems, and ensuring everyone feels supported and heard.

Qualifications:

- A can-do attitude and strong initiative to set priorities, meet deadlines, and keep the facility running smoothly without requiring a roadmap for every task.
- Basic knowledge of building maintenance, repair, and construction.
- Familiarity with environmental sustainability practices and a commitment to promoting them.
- Tech-savvy with the ability to use property management software and digital tools effectively.
- Excellent communication and interpersonal skills.
- Ability to work independently and collaboratively as part of a team.
- High school diploma or equivalent; relevant certifications or training in facility management or a related field are a plus.
- 2-4 years' experience in facility management is desirable but not mandatory; a willingness to learn and adapt is highly valued.

Benefits:

- Health
- Dental
- 401(k)

How to Apply:

If you are excited about the opportunity to manage our church facility, promote environmental sustainability, and are ready to take on new challenges, we encourage you to apply. Please submit your resume and a cover letter outlining your qualifications and explaining how your attitude and initiative make you a great fit for this role to jobs@westwood.church or on [Indeed.com](https://www.indeed.com).

Application Deadline: January 25, 2025

Westwood Lutheran Church is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

