**JOB DESCRIPTION**

**POSITION TITLE:** Facility Manager

**REPORTS TO:** Pastor of Development

**HOURS:** This is a full-time position

**ACCOUNTABILITY:** P = Primary, SH = Shared, SE = Secondary

**PRINCIPAL FUNCTION:** As a member of the Support staff of Bramalea Baptist Church, the Facility Manager will give oversight to and perform work related to the facility including repair and maintenance, and act as the primary liaison for building contractors for the facility, its equipment and property.

**ADDITIONAL REQUIREMENTS:** The Facility Manager should be Health & Safety certified, have first aid/CPR training, as well as “Working at Heights” certification. The church will assist in ensuring these qualifications are met.

**RESPONSIBILITIES SPECIFIC:**

Administration

1. Planning & Evaluation *Accountability = P*
* Ensure that the building and equipment are maintained in a safe, clean and orderly condition, and comply with all health, safety and fire regulations
* Maintain a service schedule and arrange for service for fire systems (including panels, pull stations, emergency lighting, sprinkler systems and extinguishers), pest control, HVAC systems and equipment, elevator, kitchen equipment, and other building specific equipment
* Perform a bi-weekly site inspection and submit a written report to the Pastor of Development
* Prepare a monthly Facility Report as a part of the larger Board of Directors report
* Serve as the principal liaison for contractors and facility volunteers, including: arranging for service, seeking quotations when needed, maintaining and evaluating contracts related to the facility, follow up of work performed by both volunteers and contractors
* Provide ah Health and Safety function a develop a supporting team as appropriate
1. Volunteers & Training *Accountability = P*
* Develop a team of volunteers to assist with maintenance and repairs of the facility and grounds
* Provide direction, encouragement, and training necessary for volunteers and for staff and/or ministry leaders as needed
1. Budgeting *Accountability = SH*
* Make recommendations regarding the annual facilities budget, being proactive in considering the needs to help keep the facility in excellent condition
* Monitor expenditures related to the facility, liaising with the Pastor of Development for approval of facility related expenditures

Building Maintenance

1. Repairs and Maintenance *Accountability = P*
* CARPENTRY: minor repairs as needed
* PLUMBING: identify and perform basic repairs of plumbing such as leaks or breaks, clogged drains and lines, washers and other minor parts, arrange for major repairs as required
* PAINTING: prepare various surfaces for painting and apply coating (paint, varnish, etc.) as needed, repair wall coverings
* GROUNDS: ensure that the grounds are maintained in a clean and orderly manner, that entranceways are kept free of obstruction and are salted and shoveled in winter months; act as key liaison and monitor the work of the landscaping contractor
* WASTE REMOVAL: monitor garbage and recycling as needed, act as primary contact for recycling/waste removal companies
* Other facility related duties as required
1. Team Relationships & Ministry Support *Accountability = SH*
* Attend and participate in staff devotionals, Staff Leadership Team meetings as needed and all team building gatherings
* Maintain healthy relationships with SLT and Support Team members
* Maintain open and clear communication with the Pastor of Development and Lead Pastor
* Participate in the annual self-assessment performance reviews
* Assist in set-up and tear down for ministry related needs during regular office hours
* Work with other staff to assist in the planning and execution of larger church-wide events
* Serve as the key liaison for staff, ministry leaders and other volunteers with questions/concerns regarding facility issues

Security & IT

1) Security *Accountability = P*

* Maintain and track key control, distribution of keys and pass cards; program door codes and monitor activity
* Ensure proper functioning of fire panel at all times; primary contact for fire services
* Monitor video surveillance system; primary contact for security company
* Monitor and maintain other aspects of the security environment such as door contacts and motion sensors
* Maintain and update emergency evacuation program including maps
* Maintain a Fire Safety Plan
* Carry the BBC cell phone 24 hours per day, 5 days per week.
* Assist with the oversight of the weekend lockup teams, and coordinate handoff of the phone and weekend packaage

2) IT *Accountability - SH*

* Assist with the maintenance and development of IT as abilities allow

**OTHER DUTIES AS REQUIRED**