

JOB DESCRIPTION

Position: Facilities and Maintenance Manager

Location: First Church Williamsport | Williamsport, PA

Hours: Full-Time (40 hours a week, Monday - Friday, from 7 AM - 3 PM)

Purpose: The purpose of the Facilities Manager is to oversee all areas of building maintenance and improvements to support our ministries by ensuring health, safety and comfort.

Primary Responsibilities

1. Support the ministry goals of First Church through supervision of custodial staff in ensuring set up and tear down for church events, cleaning of all church buildings and execution of maintenance projects as assigned.
2. Respond to all ministry and administrative maintenance requests.
3. Regularly inspect buildings and grounds, addressing areas of need.
4. Monthly walkthrough of buildings with Director of Operations
5. Act as first contact in emergency situations regarding facilities, equipment and grounds, including first contact on the Security Company's call list.
6. Coordinate outside vendors to facilitate repairs, ensuring competitive and fair pricing and satisfactory completion of work. Review all outside vendor invoices prior to submission for payment. Two quotes should be gathered for projects exceeding \$2,500, and price comparisons should be periodically performed for regular purchases.
7. Coordinate the maintenance of plumbing, electrical and mechanical systems including minor repairs, utilizing outside vendors, custodial staff or volunteers as needed.
8. Organize and retain maintenance records for the buildings, contacts of outside vendors and annual/seasonal maintenance checklists.
9. Maintain Certificates of Insurance for all vendors and contractors.
10. Develop and recommend a plan for repairs and improvements, organizing and utilizing church volunteers when able to accomplish needed repairs/improvements.
11. Keep facilities ventilated and/or heated & cooled as needed, according to the season.
12. Keep areas outside the facilities clean, neat, and orderly, e.g., trim grass and shrubbery, remove trash & leaves, clear sidewalks of ice/snow, etc.
13. Be available for special services/programs/events as needed.
14. Periodically cover vacation hours of other custodians and be available for special events.
15. Responsible for the development of the yearly Property Management budget in coordination with the Director of Operations.
16. Cover custodial absences as needed.
17. Attend all required staff meetings, trainings or retreats.
18. Perform other tasks to fulfill the purpose of the congregation as assigned by the Director of Operations.

Desired Skills and Abilities

- General knowledge of building maintenance, general carpentry, plumbing and electrical.
- Ability to supervise other employees. Ability to demonstrate grace when interacting with members of the congregation and other staff.



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Details

1. Compensation is reviewed and set by Lead Council on a yearly basis.
2. Position benefits, procedures, etc. to be done in accordance with the Church's Employee Handbook. Position is eligible for the retirement plan, vacation time and overtime.
3. All Safe Ministry Clearances including PA State Police, PA Child Abuse, and FBI Fingerprinting must be received on all employees.
4. Supervisor is the Director of Operations
5. *All job descriptions are subject to change.*

Other Responsibilities:

1. Check mailbox at beginning of shift
2. After hours / weekend snow removal
3. After hours / weekend special services / events
4. Carry cell phone at all times during shift

Revised February 2025.

