

POSITION DESCRIPTION

Title: Facilities Manager

Reports to: Administration & Finance Director (AFD)

Date: 12/2024

FLSA Status: Hourly

HOURS: 12/week, year-round

Position Purpose

The Facilities Manager is responsible for the oversight of regular maintenance of buildings and grounds of First Parish Brewster UU with a focus of ensuring a safe, clean, functioning and orderly environment for members, staff, visitors and renters of the facilities. This person proactively identifies potential facility issues. The position includes weekday, weekend, and evening hours determined by the church calendar, scheduled property maintenance and in case of an emergency. The Facilities Manager will use their own transportation and will be compensated for mileage. Facilities Manager supervises the Custodian.

Core Competencies

Trust and Integrity: Is widely trusted to keep confidences, adhering to a transparent set of personal and professional values that are congruent with the ministry of FPBUU.

Interpersonal Relationships: Exudes a natural sense of care for the well-being for others. Builds and maintains effective and constructive relationships inside and outside of the congregation, communicates with clarity, sensitivity and an awareness of appropriate boundaries.

Conflict Management: Recognizes and resolves conflicts effectively and in a timely manner, applying principles of active listening and equity.

Organization and Planning: Organizes people, time & materials to accomplish multiple, concurrent goals and activities.

Aesthetic Awareness: Demonstrates a natural awareness about the effective organization of space for different purposes; possesses a natural orientation towards cleanliness and orderliness of space; appreciates the value of and need for sacred space and knows how to physically tend to it.

Personal Resilience: Can effectively cope with change and uncertainty; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; can comfortably handle risk and uncertainty; is flexible.

Technical Expertise: Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understand which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.

Essential Job Functions

Volunteer Coordination and Communication: Builds consensus and coordinates with Building Oversight Committee (BOC) and Landscape Committee to achieve results through clearly defined roles and responsibilities including who is accountable, who needs to be consulted and informed.

Facilities Management: Schedules needed work with Custodian and/or contractors; and confirms necessary information is on the church calendar. Responsible for the oversight of groundskeeping and snow removal. Informs and consults Building Oversight and Landscape Committees as needed to ensure smooth operations. Collaborates with Office Administrator to support building rentals and

space usage requests with such tasks as showing space to potential renters and providing instructions or set-up for equipment needed. Works with local government and regulatory bodies as needed to ensure that the church is operating legally and in accordance with all applicable requirements.

Congregational Support: Coordinates and directs the Custodian to set up rooms for meetings and/or functions, including A/V equipment and clears rooms at the conclusion of events. Works with Custodian to perform organizing tasks as needed, such as moving office equipment or installing shelving, and related organizing activities as needed. Assists staff and volunteers as appropriate.

Administrative Responsibilities: Responsible for annual scheduling of regular building maintenance tasks. Regularly monitors the online FPB calendar for upcoming congregational needs and reserves space when needed. Reviews and responds to all Maintenance request forms. Monitors budgeted facilities expenses. Informs AFD as needed regarding any anticipated expenditures beyond the approved the budget.

Staff Supervision: Holds weekly regular supervisory/check-in meetings with Custodian to review and prioritize weekly tasks and responsibilities. Conducts annual evaluations for the Custodian position and submits recommendations to the Administration and Finance Director.

Resource Management: Submits orders for building supplies (paper towels, trash bags, toilet paper, etc.) that are purchased online to the Office Administrator; purchases other supplies at local outlets. All products used are to be environmentally safe/friendly. Manages inventories throughout campus.

Safety Responsibilities: Abides by all standard safety procedures for themselves and informs any staff/members/visitors as needed. Reports timely information regarding job-related injuries to the AFD to ensure information is immediately submitted to the insurance company. Assists with campus security including the locking/unlocking of doors, updating keycodes and maintaining outside lighting. Informs the AFD and BMC when a licensed professional is needed.

| Position Requirements | |
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| <p style="text-align: center;">Skills & Knowledge</p> <ul style="list-style-type: none"> ● Knowledge of basic maintenance/carpentry procedures, repairs, and equipment. ● Proven organizational and time-management skills with the ability to prioritize. ● Ability to use verbal and written communication effectively across all constituencies. ● Understanding of Unitarian Universalist Principles, including demonstrated competency in anti-racism, anti-oppression, and multiculturalism. ● Computer literacy required to send/read emails and access the online church calendar. ● Proven supervisory skills for both paid and volunteer staff. ● Extensive walking, standing, reaching, bending, and climbing. Ability to lift 50 lbs., and shovel snow. | <p style="text-align: center;">Minimum Education</p> <ul style="list-style-type: none"> ● High School Diploma or GED. <p style="text-align: center;">Minimum Experience</p> <ul style="list-style-type: none"> ● Three to five years of property/building maintenance experience, preferably in a religious or non-profit organization. |