

FPBUU POSITION DESCRIPTION

Title: Facilities Manager**Report to:** Church Administrator**Date:** 05/2026**FLSA Status:** Hourly**HOURS:** 12/week, year-round**Overview:**

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 weekdays, 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.

Essential Job Functions:

- Build consensus and coordinate with Building Oversight Committee and Landscape Committee to achieve results through clearly defined roles and responsibilities including who is accountable, who needs to be consulted and informed.
- Responsible for the oversight of groundskeeping and snow removal.
- Works with local government and regulatory bodies as needed to ensure that the church is operating legally and in accordance with all applicable requirements.
- Responsible for annual scheduling of regular building maintenance tasks.
- Schedule needed work with Custodian and/or contractors; and confirms necessary information is on the church calendar.
- Coordinate with the Building Oversight Committee and Landscape Committee delegation of tasks to ensure smooth operations.
- Utilize shared Google Drive folder to maintain ongoing punch list of campus projects. Update as needed.
- Maintain a weekly, monthly, yearly task list to ensure proactive campus management.
- Attend monthly Building Oversight Committee meetings, discuss project updates, new issues to address, establish ongoing priority lists.
- Weekly meeting with Church Administrator.
- Collaborate with Church 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.
- Coordinate and direct the Custodian to set up rooms for meetings and/or functions, including A/V equipment, and clear rooms at the conclusion of events. Work 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.
- Regularly monitors the online FPB calendar for upcoming congregational needs and reserves space when needed.
- Reviews and respond to all Maintenance request forms.
- Monitor budgeted facilities expenses.
- Manages inventories throughout campus.
- Submit orders for building supplies (paper towels, trash bags, toilet paper, etc.) that are purchased online to the Church Administrator. Purchase other supplies at local outlets.

- Inform Church Administrator as needed regarding any anticipated expenditure beyond the approved budget.
- Hold weekly regular supervisory/check-in meetings with Custodian to review and prioritize weekly tasks and responsibilities.
- Conduct annual evaluation for the Custodian position and submit recommendations to the Church Administrator.
- 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 Church Administrator to ensure information is immediately submitted to the insurance company.
- Assist with campus security, including the updating of keycodes and adequate campus outside lighting.
- Inform the Church Administrator and Building Oversight Committee when a licensed professional is needed.

Skills & Knowledge:

- 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.
- Proven supervisory skills for both paid and volunteer staff.
- Extensive walking, standing, reaching, bending, and climbing.
- Ability to lift 50 lbs., and shovel snow.
- Understanding of Unitarian Universalist Principles, including demonstrated competency in anti-racism, anti-oppression, and multiculturalism.

Education:

- High School Diploma or GED.

Experience:

- Three to five years of property/building maintenance experience, preferably in a religious or non-profit organization.