



COLONIAL PRESBYTERIAN CHURCH

Facility Manager - OP

JOB DESCRIPTION

Manage and/or perform the maintenance and repairs, room set ups, and grounds care of the Overland Park campus buildings and grounds, including supplementing the work of the outsourced vendors for cleaning and grounds care. This is a task management hands-on position that includes performing tasks/errands both inside and outside the campus buildings as directed by the Director of Administrative Services, including assisting in the execution of building projects involving the Overland Park facilities.

WORKING RELATIONSHIPS

Reports to: Director of Administrative Services

Supervises: N/A

Teams with: Campus Pastor, Preschool Director, facilities maintenance and technical staff, as well as ministries or outside groups sponsoring an event at Colonial.

DUTIES & RESPONSIBILITIES

- Perform room set-ups, ensuring that specific details of each event request are met.
- Ensure all repair and maintenance needs for the campus are identified and completed by you or by others (i.e., contractors, volunteers, etc.).
- Monitor the cleanliness and code compliance of interior and exterior areas, such as offices, conference rooms, parking lots and outdoor recreation spaces.
- Maintain contracted annual building and equipment inspections and address deficiencies.
- Change furnace filters and other ongoing replacements as needed.
- Supplement outsourced cleaning services as needed (including floor and carpet).
- Supplement outsourced snow and ice removal service as needed (for member safety).
- Participate in monitoring security camera system.
- Assist Connection Director with events coordination (planning, set-ups, take down, clean-up).
- Attend staff meetings and other meetings as required.
- Comply to Colonial's dress code for maintenance staff.
- Responsible for bi-weekly interoffice mail run between both campuses.
- Collaborate with Director of Administrative Services on budget development and adherence.
- Perform other duties as assigned.

SKILLS & REQUIREMENTS

- A personal relationship with Jesus Christ as Lord and Savior.
- Self-starter who takes initiative at work with a team player attitude.
- Ability to coordinate, work with, and oversee volunteer groups doing work projects on the campus.
- Ability to stand and walk for long periods of time during the workday.
- Ability to lift and carry heavy objects, i.e., 6- and 8-foot tables, move stacks of chairs, etc.
- Aptitude for understanding mechanical systems (plumbing, electrical, general repairs & maintenance).
- Ability to assess needs, make decisions, and apply resources in an efficient manner.
- Ability to communicate and interact with Colonial's neighbors, congregation, staff, contractors, and the public effectively and with a Godly, respectful attitude that reflects favorably upon Colonial.

WORKING CONDITIONS

Must be able to work safely around power tools, on ladders and lifts, and around electricity. The work occasionally involves getting dirty or dusty and being around paint fumes. Additionally, where hands-on work is required, must be physically fit enough to spend significant time standing or kneeling, crouching, reaching, and exerting muscles while using equipment etc.

PHYSICAL DEMANDS

While performing the duties of this job, the **employee is regularly required to stand, walk, use hands and fingers to handle or feel objects**, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. Must be able to lift 40 pounds.

POSITION DETAILS

Type of Position: Full Time, Non-Exempt

Location: Overland Park Campus