

JOB DESCRIPTION FOR THE POSITION OF FACILITIES MANAGER  
FOR REDEEMER LUTHERAN CHURCH

The Facilities Manager will be a volunteer position in the church.

**Qualifications:**

1. Familiarity with maintenance of building mechanical, electrical, plumbing, and communications systems.
2. Able to solicit and evaluate bids for proposed maintenance work.
3. Able to oversee contracted building maintenance work.

**Authorities:**

This individual will be responsible to the Property Committee. The Mutual Ministry Committee shall handle all personnel matters concerning the Facilities Manager position.

**Responsibilities:**

1. Regularly inspect the church premises for areas in need of repair or replacement.
2. Develop and recommend a plan to repair or replace items identified in inspections.
3. Coordinate the maintenance of the mechanical, electrical, plumbing, phone, and data systems. Make minor repairs as needed.
4. When needed, contact applicable outside vendors to make repairs, ensuring competitive and fair pricing by soliciting at least three bids.
5. Coordinate and oversee building projects done with volunteers, as well as with contracted professionals.
6. Review all outside vendor invoices to ensure and verify satisfactory completion.
7. Organize and retain records of: 1) building maintenance performed, 2) outside vendors and volunteers lists, and 3) annual and seasonal maintenance checklists.
8. In coordination with the Parish Fellowship Committee and Redeemer's sexton, manage outside organizations' use of Redeemer's facilities.
9. Make contracts for grass cutting and snow removal services.
10. Assist the Property Committee in developing annual budgets.
11. Order supplies for Redeemer sexton. Sexton will provide a list of needed supplies as need arises.

Approved: October 11, 2016

Revised: November 11, 2019

Revised: December 19, 2019