

# Facilities Manager

## JOB DESCRIPTION

### MOSAIC'S VISION

*We exist to raise up the next generation of the church by experiencing God intimately, connecting with people relationally, & engaging the world passionately.*

### OVERVIEW

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The *Facilities Manager* is responsible for maintaining safe, clean & comfortable facilities & grounds owned or leased by Mosaic Ministries.

The Facilities Manager will accomplish this by maintaining all physical structures, grounds & facility equipment leased or owned by Mosaic Ministries, in a manner which meets or exceeds all applicable code requirements, as well as standards established by the leadership of Mosaic Ministries.

### GENERAL RESPONSIBILITIES

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1. Primarily responsible for Mosaic's facility management.
2. Ongoing minimum-weekly monitoring of facilities & grounds to identify, plan, secure bids (for major projects), schedule & oversee repair, maintenance & improvement projects.
3. Maintain up-to-date records of all facility & equipment maintenance & repair projects
4. Manage facility readiness on a minimum-weekly basis.
5. Assist in the development & implementation of facility policies & maintenance systems.
6. Oversee maintenance & repair work completed by staff, volunteers & contractors.
7. Perform occasional custodial tasks & room set up tasks as needed.
8. Maintain inventory of tools, and equipment
9. Manage HVAC, & Life Safety systems.
10. Submit quarterly & annual financial forecasting reports for anticipated facility needs.
11. Ensure that facilities are in compliance with government regulations & environmental, health, safety & security standards
12. Identify & implement improvements to energy efficiency & cost-effectiveness
13. Other duties as assigned.

### SPECIFIC RESPONSIBILITIES:

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#### ***Building Use Management***

- Occasional set up of rooms for ministry &/or rental activities
- Serve as Onsite Staff presence during assigned ministry & rental activities
- Work with ministry leaders, volunteers, & event coordinators to meet facility & equipment needs

#### ***Facility Maintenance & Repairs***

- Assist in development & enforcement of facility use policies, maintenance & repair policies
- Assist in training staff & volunteers in facility use & maintenance policies & procedures
- Monitor & inspect facility conditions minimum weekly, & oversee preventive maintenance programs.
- Oversee all needed grounds & parking lot management, including daily snow & ice removal, grounds keeping, parking space use, gate, fence & dumpster needs, etc.
- Submit timely supply procurement requests to the Administrative Office.
- Perform repair & maintenance tasks such as painting, basic carpentry, basic demolition, basic construction, minor/basic plumbing, landscaping, drywall, flooring, etc.
- Communicate with Staff Team weekly about maintenance, custodial, or security concerns
- Occasional clean up before & after ministry & rental activities.

- On a fill-in basis, when primary custodian is unavailable, perform custodial tasks such as:
- Vacuuming, Emptying trash & recycling, Cleaning restrooms, Refilling paper supplies, Picking up trash & Litter, Kitchen cleaning, Sweeping, Washing windows, etc.

## **QUALIFICATIONS & SKILLS**

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- Minimum of 3 years of experience in the Facilities Management field.
- Competent in the use of basic office equipment, computers, software, applications & programs, including word processor (MS Word), & data entry (Excel) software, Google Docs, Dropbox, etc., as well as communication platforms such as email & texting.
- Stable, growing disciple of Jesus Christ
- Committed to the values of Mosaic Ministries, especially with regard to acceptable business practices.
- Willing to sign and assent to Mosaic Ministries' Doctrinal Statement.
- Consistently demonstrate a servant's heart, & a team player attitude.
- Effective written and oral communication skills.
- Able to collaborate with & support the staff, volunteers, & attendees.
- Able to recruit lead, train, & nurture volunteers.
- Good problem solving, communication, time management, project coordination & managerial skills.
- Good interpersonal skills, & the ability to work with a variety of personality types.
- Reliable, works well under pressure, self-motivated, detail-oriented, & highly productive, with minimal supervision.
- Capable of effectively managing a diverse workload.
- Experienced and skilled in operating a variety of equipment, including snow blowers, pressure washers, paint sprayers, & other maintenance equipment & hand tools.
- Humble & willing to learn.
- Able to anticipate potential needs & challenges, & adapt quickly to changes.
- Good analytical & organizational skills.
- Working knowledge of procurement and purchasing procedures.
- Able to learn & utilize the church membership database, Churchteams to facilitate working with volunteers.

## **PHYSICAL REQUIREMENTS**

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- Able to meet the physical demands of typical maintenance & repair duties, including:
  - Standing, sitting, bending, squatting, & regularly lifting up to 50 pounds unassisted, & occasionally up to 100lbs unassisted.
  - Perform work using the appropriate safety measures & safety equipment on indoor tasks, as well as outdoor tasks, in various weather conditions, noise levels, & exposure to chemicals & materials used in facility maintenance & repair work.

## **HOURS & SCHEDULE**

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- The Facilities Manager position is allotted 10 hours per week, unless pre-approved for occasional additional hours to perform fill-in custodial tasks &/or special repair tasks.



# MOSAIC MINISTRIES

## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

### References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

### Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES NO

### Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_  
If other than honorable, explain: \_\_\_\_\_

### Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.  
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_