

**FACILITIES & MAINTENANCE MANAGER
Kalihi Union Church**

Job Description

POSITION TITLE: Facilities & Maintenance Manager

REPORTS TO: Senior Pastor

POSITION STATUS: Full-time Employee

MEMBERSHIP STATUS: This position requires membership at Kalihi Union Church

SUBMIT RESUME TO: jobs@kalihiunion.org

POSITION SUMMARY

Plans, directs and coordinates the repair and maintenance of all physical structures on church property, utilities, parking lot/roadway; machinery; landscaping of surrounding grounds; church owned vehicles and related facility equipment (including HVAC systems) to ensure a safe, healthy, and comfortable campus. Ensures buildings, vehicles and affiliated equipment are functioning properly. Physical structures include buildings such as the office building, sanctuary, gymnasium, fences, gates and other structures on church property. Supervises maintenance staff including volunteers and outside contractors.

GENERAL QUALIFICATIONS FOR THIS POSITION:

- Takes initiative, creative, organizational and strong leadership skills
- Experience working in cross-cultural communities preferred
- Open to make changes, corrections, solve problems quickly under pressure
- Self-starter and high degree of discipline and strategic focus
- Clearance of criminal background check.

GENERAL EXPECTATIONS FOR ALL EMPLOYEES OF CHURCH:

- Love Jesus and have a personal relationship with Him
- Grow in your spiritual walk with God
- Servant attitude towards God, leaders, volunteers, team members, and visitors
- A desire and ability to work as a team and cooperate with others to meet stated goals
- Be punctual and attend all required events and activities
- Follow directions and leadership of supervisor, Senior Pastor
- Communicate openly/honestly with supervisor and staff about needs, problems, ideas for improvement
- Solve and resolve problems in a resourceful, Christ-like, Biblically-based manner
- Agree to abide by theological and doctrinal tenets of the church as described in the bylaws
- Abide by all personnel policies of Kalihi Union Church
- Participate in weekly church staff meetings and submit a weekly written report.

SPECIFIC DUTIES AND RESPONSIBILITIES

This position performs a variety of managerial tasks and may serve as the lead technical resource in the following programs and services:

- **WORKS WITH VOLUNTEERS**

Plans and directs volunteers in a wide variety of tasks for the monthly campus clean-up workday (the second Saturday of the month).

Plans, coordinates and directs the repair and maintenance work for the Tuesday Men and other volunteers.

- **PREVENTIVE MAINTENANCE PROGRAM**

Develops and executes a preventive maintenance program for all structures, surrounding grounds, vehicles, utilities, parking lot/roadway and related equipment.

Ensures facilities, vehicles and related supplies are in compliance with all certifications, Federal and State laws, safety, fire prevention and security requirements.

- **MAINTAIN, REPAIR OR MODIFY FACILITIES**

Develops and executes an active list of maintenance and repairs for all structures, surrounding grounds, utilities, parking lot/roadway and related equipment. This may involve upgrading or replacing utility systems (such as internet, sewage, etc.); inspecting all physical structures for safety; planning, overseeing and inspecting the work performed by carpenters, electricians, plumbers, utility system(s) operators, janitors, contractors and others.

Ensures workshops and campus grounds are organized, clean, safe and operational.

May research and create itemize cost proposals for proposed maintenance, repairs/replacement around campus.

- **CLEANING FACILITIES AND GROUNDS**

Oversees and manages the campus cleaning schedules. This includes managing the various teams who clean all structures, landscaping all church grounds, parking lot/roadway and related equipment.

Maintains an inventory of consumable products related to cleaning (e.g., toilet paper, bleach, soap).

- **OTHER DUTIES**

Drives to various locations to purchase or pick-up ordered items.

After scheduled work hours, attends and participates in meetings, conferences, workshops and church events and assists in the coordination and setup. Contacts the event coordinator and provides the necessary support services relative to the usage of buildings, facilities and campus grounds to ensure success.

After work hours, must respond to emergency calls regarding campus facilities.

Subject to being called upon during State or County declared emergencies or disasters.

- **MISCELLANEOUS DUTIES**

Expectation to perform other tasks related to scope of responsibilities or special projects assigned by supervisor.

License Requirement: Possession of an appropriate valid driver's license.

Physical Requirement: Performance of these duties requires the ability to lift 70 pounds; standing, walking, usage of hands and fingers; the ability to manipulate tools/equipment and feel textures; reach with hands and arms; operate a golf cart.

Education Requirement: High School Diploma or GED (must show proof of completion.)

Certifications: Within the first (9) nine months of employment, OSHA and HVAC certifications to be completed.

Supervisory Experience Required: Minimum of (1) one year supervisory experience over at least five subordinates.

Ability to proficiently use email, Microsoft software such as EXCEL and WORD preferred.