



Facilities Maintenance & Project Manager

POSITION TITLE: Facilities Maintenance & Project Manager

REPORTS TO: Senior Pastor

POSITION STATUS: Part-time salary with possible full-time status

FLSA: Exempt

MEMBERSHIP STATUS: This position requires membership at Kalihi Union Church

POSITION SUMMARY: This position supervises and manages the long term and day to day repair and maintenance of the campus, grounds, buildings and equipment of Kalihi Union Church; and serves as the project manager over all construction, building improvements, and facility related contracts and projects.

GENERAL QUALIFICATIONS FOR THIS POSITION

- Love Jesus and have a personal relationship with Him
- Passion to share God's word, grow with the KUC family in their Biblical knowledge as a way to serve God and advance His kingdom.
- Passionate about the development of people.
- Takes initiative, creative and caring with deep 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:

- 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 RESPONSIBILITIES AND JOB DUTIES:

This position serves in a managerial capacity over paid staff and volunteers with responsibility for planning, directing and coordinating the repair and maintenance of all buildings, grounds and equipment on the church campus; and serves as the project manager over all construction, building improvements and facility related contracts and projects.

SUPERVISES FACILITY MAINTENANCE STAFF

Schedules and supervises all staff involved in the repair and maintenance work including the inventory and purchase of building supplies.

MANAGES AND SUPERVISES VOLUNTEERS

Plans, directs and coordinates volunteers in a wide variety of tasks for the monthly campus clean-up workday (2nd Saturday).

Plans, coordinates and supervises 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 any related equipment.

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

MAINTAINS, REPAIR AND 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 sewage, water, etc.); inspecting all physical structures for safety; planning, overseeing and inspecting the work performed by carpenters, electricians, plumbers, utility systems 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.

Establishes and oversees schedules and priorities for preventive maintenance, maintenance/repair/renovations, and capital improvements.

PROJECT MANAGEMENT

Plans, directs and executes the various campus improvement projects. Reviews plans and specifications of buildings and other structures for compliance with zoning, building, plumbing, electrical, fire and health regulations.

Manages multiple projects simultaneously and ensures each project's progress is on-time and the deliverables/outcomes are achieved as identified. Works independently and collaboratively with the Council of Elders, volunteers, engineers, architects etc. to determine the specifications of any building project. Participates in making a recommendation for a selected contractor. Negotiates contracts with external vendors to reach profitable agreements. Obtains permits and licenses from appropriate authorities. Informs the Senior Pastor on the progress/status of projects.

Performs research, conducts site visits, collects data, sketches and renderings of buildings and **structures** to support projects.

Conducts periodic on-site observation of work during construction to monitor compliance with plans.

Responds to requests for information made by the Senior Pastor and Council of Elders.

CLEANING FACILITIES AND GROUNDS

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

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

Works in collaboration with the Preschool Director and Community Children's Program Director to ensure facilities rise to the satisfactory level required by the State of Hawaii for child care.

BUDGET

Develops an annual budget for repair and maintenance of facilities, equipment and related projects.

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 set-up and coordination.
- 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 be 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 the supervisor.

OTHER REQUIREMENTS:

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: A combination of education and experience substantially equivalent to graduation from an accredited college or university with specialization in structural, civil engineering or electrical engineering or a related field and at least 6 years of experience in project management. (Must show an authentic certificate of graduation from an accredited college or university.)

Supervisory Experience Required: Minimum of 6 years' supervisory experience in church ministry management, military or business.

Computer Proficiency:

Ability to proficiently use email, Microsoft software such as EXCEL, WORD and PROJECT MANAGEMENT. Preferred.