

LUTHER MEMORAL CHURCH

Madison, Wisconsin

Posted January 2021

Position Title: Facilities Manager
Classification: Part-time; hourly
Reports to: Senior Pastor
Supervises: Custodian

Summary:

The Facilities Manager oversees the church buildings, grounds, and equipment in stewardship of Luther Memorial's mission and ministry. Relies on high aptitude for systems specific software.

May include oversight of information technology systems.

Specific Responsibilities:

- Responsible for operation and maintenance of all mechanical and building equipment, including audio systems, lighting, elevator, heating and air conditioning, and security systems.
- Develops and implements cleaning, maintenance and remodeling plans. Oversees project completion, reporting status and any concerns to Facilities Committee.
- Seeks competitive pricing bids for maintenance and operation of church as required. Enacts approved project contracts as approved by Council. Provides Business Administrator with necessary financial reporting of projects.
- Manages and maintains facility space lease contracts for collaborative partners such as Lutheran Campus Center.
- Manages utilities and building security.
- Responsible for distribution of keys and swipe cards to access building and grounds. Maintains accurate records. Works with Ministry Associate as needed to distribute keys/cards and parking tags for LCC parking.
- Supervises full-time Custodian and related vendors, but is capable of personally performing repairs and doing preventative maintenance.
- Coordinates room and equipment set-up for major church functions.
- Partners with Facilities Committee and related subgroups. Serves as key resource.
- Attends and participates in weekly staff meetings, and other groups as needed.
- On call for security and emergencies.
- And other duties as assigned.