



Job Description for Facility, Safety and Security Manager Job Description – 40 Hours/Week

The Facilities, Safety and Security Manager (FSSM) will oversee the management and operations of all the physical facilities of the church in its Downtown and Amity Campuses. Provides oversight and is responsible for the buildings, grounds, parking lots, equipment, building systems, housekeeping, safety and security. Ensuring the facilities are fully operational, safe, clean and neat and are prepared for services and ministry activities throughout the week. The FSSM will oversee and perform maintenance/repairs for the church building, equipment (HVAC, electrical, plumbing and mechanical) as well as maintain church property. The FSSM will act as the church representative with outside contractors, inspectors and security first responders coming onto the property or into the building.

Responsibilities:

Duties include but are not limited to the following:

Essential Functions:

- Manage and perform all work related to the maintenance and repair of facilities (including but not limited to building inspections, HVAC systems, plumbing, electrical, custodial, janitorial landscape, waste management and security).
- Develop and maintain Facility Management procedures for all major facility systems.
- Ensure all church facilities and grounds are well maintained and ready for Sunday services and mid-week events
- Manage the performance of Custodial personnel for all janitorial cleaning and minor maintenance tasks of the facilities Monday thru Friday and weekends as needed
- Responsible for purchasing and maintaining supplies and equipment on an on-going basis
- Serve as primary contact for all facility related emergencies, which may require evening and weekend work
- Oversee and provide event coordination. Ensure proper scheduling of set up and take down for meetings, special events, worship, weddings, memorial services, and otherwise as directed
- Work with appropriate government agencies to ensure that buildings are safe and meet current code requirements; Must be familiar with and ensure compliance of OSHA regulations and standards
- Implement, monitor, and follow policies and procedures designed to improve operations, minimize operating costs, and provide efficient use of labor and materials
- Maintain expenditures related to the building, facilities, and grounds repairs and maintenance in accordance with the approved budget

- Liaise with the Operations Director to report problems, solutions and costs associated with projects not approved in the budget, and provide input to development of the annual budget
- Participation as required in the scheduling of events, meetings, classes, and any and all room and space usage.
- Provide direction to leadership, office staff and ministry teams on various security and safety plans, issues, and incidents to provide a secure environment.
- Develop, manage and maintain facility safety and security procedures.
- Responsible for management of site security systems.
- Work with Idaho Bureau of Workman's Compensation to obtain training and best rates possible for the church.

Qualifications and Experience:

- Knowledge of the practices, methods, and equipment utilized in facility maintenance, construction, and repair activities; including skills and abilities related to plumbing, janitorial, electrical systems, painting, carpentry, construction and heating and air conditioning systems
- Knowledge of security practices and protocol related to facility management
- Knowledge of safety practices and applicable regulations
- Must be computer literate with knowledge in all Microsoft Office software
- Strong analytical and problem-solving skills
- Knowledge of the approaches and techniques involved in budgeting, labor relations, contract management, project management, record keeping, etc.
- Capable of coordinating multiple tasks and adjusting to the changing priorities, meeting deadlines, and scheduling of a growing church
- Demonstrate a strong work ethic and take initiative
- Ability to multi-task in a fast-paced environment, balance competing priorities and tight deadlines, work under pressure and remain flexible
- Ability to recruit and train others so the church is fully equipped to respond to any need pertaining to grounds and facilities
- Must be able to use discretion and maintain confidentiality at all times
- Demonstrate sound judgment in decision making
- Understanding of and alignment with the core values, mission and vision of the church
- Must be integral and committed to living a public life that is founded in Christ likeness and above reproach

Education and Certifications:

Maintenance and technician certifications are desirable

Minimum of (2) years in facilities management or related occupation; Experience in one or more of the technical areas of HVAC, Electrical, Electronics, Plumbing, Locksmith, Security Controls, Gardening & Landscaping, Construction and or an equivalent combination of education and experience sufficient to successfully perform the duties and responsibilities of the job as listed above.

Physical demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, bending, lifting, balancing, walking, stooping, kneeling, crouching, crawling, and handling of materials.

Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things

Ability to lift/carry, up to approximately 50 pounds frequently, and occasional lifting/carrying of equipment weighing up to approximately 75 pounds may be required

Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more)

Visual abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus

Work Environment:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, risk of electrical shock, and vibration. The employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions; toxic or caustic chemicals; high, precarious places; and outside weather conditions. The noise level in the work environment is usually moderate.

Work Schedule:

The FSSM will be required to work a minimum of forty (40) hours of per week or as many hours as it may take to perform above job duties. Schedule may include Sundays, holidays such as Easter and Christmas. The FSSM is required to work the days of the week leading up to these holidays and should be considered unavailable for personal vacation. Schedule may vary based on event demands and may require a combination of office hours as well as work performed after hours and/or weekends if necessary.