

# The First Unitarian Society of Milwaukee

A Unitarian Universalist Congregation

Established 1842

## JOB DESCRIPTION FACILITIES MANAGER

**REPORTS TO:** Director of Administration  
**STATUS:** 16-18 hours per week  
**FSLA:** Non-exempt (hourly)  
**SUPERVISES:** Facilities Assistant and Facilities Maintenance Worker  
**EFFECTIVE:** 09/29/22

**JOB SUMMARY:** The Facilities Manager is responsible for managing the maintenance and use of the church building, including cleaning and security.

### PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Manages maintenance, repair, and improvements of all church buildings, equipment, and grounds.
- Maintains clean and inviting facilities using contracted cleaning company and Facilities Assistant.
- Manages building security.
- Maintains records and procedures of facilities maintenance.
- Manages facilities use by church members and renters.
- Assigns daily work load for Facility Assistant and Maintenance Worker.
- Hires, supervises and trains Facilities Assistant and the Facilities Maintenance Worker.
- Maintains procedures handbook for Facilities Assistant.
- Works with Director of Administration and Building & Grounds Staff Team to plan and execute major capital improvements projects.
- Monitors the energy usage of all facilities.
- Leads the Building and Grounds Staff Team.
- Contacts vendors for invoicing and invoice corrections and work scheduling.
- Orders supplies relating to cleaning and repair of facilities.
- Inspects facilities, mechanical systems and schedules the planned maintenance.
- Works with all inspectors to keep facilities in compliance with city, county and state codes.
- Employee may be required to perform other related duties as assigned.

### QUALIFICATIONS:

- High school diploma or GED; at least 5 years of experience directly related to these duties and responsibilities.
- Proven knowledge of methods and techniques used in maintenance and repair of buildings and grounds.

### PHYSICAL REQUIREMENTS:

- Must be able to move around the building to attend to maintenance and building use, and supervise staff.
- The person in this position frequently converses on the phone and in person to convey information.
- Must be physically able to operate a computer and some other office equipment.

## CORE COMPETENCIES:

- **Technical Expertise:** Skills to diagnose and initiate repairs to all building equipment, including HVAC, plumbing and electrical.
- **Time Management:** Ability to perform necessary functions in a timely manner and prioritize all work.
- **Supervising Work:** Daily supervision of Facility Assistant and Maintenance Worker as needed. Addressing problems and finding the correct ways to improve the problem.
- **Hiring and Staffing:** Hiring personnel that possess the needed skills for the job. Working within the church hours and ensuring that the hours are addressed and staffed.
- **Delegation:** Assigning the work load to the employees within their abilities ensuring all work is scheduled in a timely manner.
- **Written Communication:** Daily assignments for the Facilities Assistant and Maintenance Worker to perform the operation of all church functions. E-mails to the concerned persons involved with activities.
- **Project Management:** Overseeing all projects whether it is in-house labor, trades or a contractor-based project. Scheduling the different labor trades so the daily activities of the church and staff can continue.
- **Decision Making and Problem Solving:** Ability to compare the different solutions to make the correct decisions and insure the best solution for the church.
- **Verbal Communication:** Ability to communicate face to face with employees, all levels of staff, volunteers on committees, and congregation members needing the services of the church for their activities.
- **Esthetic Awareness:** Demonstrates an awareness of effective organization of space for different purposes; an orientation toward cleanliness and orderliness of space; appreciates the value and need for sacred space and how to physically tend to it.

*I have read and understood the terms stated in the above job description.*

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Signature

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Date