



Mission: Leading people to wholeheartedly follow Jesus
Vision: A People Prepared | A Church Unleashed | A World Transformed
Values: We are outwardly focused | We thrive in community | We never stop moving toward Jesus

Facilities Manager Job Description

Job Summary: The Facilities Manager is primarily responsible to maintain the safety and integrity of La Croix's staff and church facility in such a way that is pleasing to God and His people.

Core Competencies & Qualifications:

The individual filling this position must possess the following skills, abilities, and attitudes in order to perform in this position:

- Proactiveness and experience with facilities project management
- Ability to assess and prioritize ongoing facility needs
- Strong communication skills and ability to lead people
- Technical experience in general maintenance roles preferred.

Primary Accountabilities: The individual filling this position will be held accountable to the following goals and will be successful in this position if these goals are met:

- All aspects of the properties owned by La Croix church will be maintained.
- All facilities will have assured safety and environmental excellence
- Volunteers, leaders, and ministry teams will be equipped to support the care of the property.

Duties & Responsibilities, not limited to:

- Maintain all La Croix physical and structural infrastructure. Including but not limited to; Electrical, HVAC, Lighting, Plumbing, Internal and External finishes and Coverings, Parking Areas, Landscaping, Equipment (Kitchens included), and Janitorial needs.
- Maintain a plan for ongoing and regular maintenance through personal ability and knowhow, the leveraging of volunteer teams, or outsourcing to applicable contractors.
- Schedule HVAC needs for all events in Tracer Synchrony system.
- Schedule outside events in eSpace, and room set ups for outside events.
- Accountable for Resource Use Approvals and Set Up Approvals in eSpace.
- Coordinate Building lock and unlock times by use of auto-lock scheduling and physical locking and unlocking process.
- Serve as point of contact and oversight for all alarm scheduling, process, and emergency response to alarm notices.
- Maintain and Assign responsibility for storage areas.
- Inventory, maintain, and procure all supplies for janitorial needs.
- Maintain Table and Chair care, inventory, and availability.
- Staff leader and contact for the La Croix Safety Team.
- Serve as Project Manager for major La Croix renovation or construction projects.
- Build and maintain the annual Trustees budget for La Croix Church, with oversight and collaboration provided by the Trustees.
- Serve as Ex-Officio (Staff Liaison) to the La Croix Trustees.

Preferred Spiritual Gifts:

Craftsmanship
Helps
Leadership
Administration

Status: Full-Time

Hours: 40+ (Weekends as needed)

Reports To: Executive Director, Finance and Operations