



**WESTMINSTER**  
**PRESBYTERIAN CHURCH**  
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<b>Job Title:</b>	Facility Manager	<b>Job Category:</b>	Administration
<b>Department/Group:</b>	Property/Facilities	<b>Reports To:</b>	Church Administrator
<b>Location:</b>	Lancaster, PA	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	7	<b>Position Type:</b>	FT
<b>HR Contact:</b>	June Robinson	<b>Date posted:</b>	6/10/2022
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	6/26/2022
<b>External posting URL:</b>			
<b>Internal posting URL:</b>	<a href="http://www.westpca.com/job-opportunities">www.westpca.com/job-opportunities</a>		

<b>Applications Accepted By:</b>	
<b>Fax or E-mail:</b> 717-569-3867 or <a href="mailto:office@westpca.com">office@westpca.com</a> Subject Line: Facility Manager Position <b>Attention:</b> Michael Ploutz/Tucker York	<b>Mail:</b> Facility Manager Position 2151 Oregon Pike Lancaster, PA 17601

**Job Description**

**Role and Responsibilities**

The Facility Manager performs many maintenance, safety and management tasks that promote a clean and safe working environment for the building’s employees, including:

- Maintains the facility use schedule using existing Church Management Software
- Monitors email/mailbox and event calendar for custodial requests from church staff and others
- Provides direction and training to full-time and part-time custodial staff
- Performs the following daily tasks:
  - Checks restrooms and provides supplies of stock materials
  - Opens Office before arrival of office staff
  - Empties office trash cans
  - Replaces light bulbs as needed; checked weekly
  - Ensures that doors and windows are secure at end of day (between 8:00 p.m. and 9:00 p.m., depending on daily activities)
- Monitors the safety and cleanliness of interior and exterior areas, such as offices, conference rooms, parking lots and outdoor recreation spaces
- Performs routine maintenance on facilities and making repairs as needed
- Performs or delegates custodial tasks as needed including event setup needs, trash removal, cleaning of offices and restrooms, running custodial equipment such as floor scrubbers, floor strippers, lawn equipment and snow removal equipment
- Schedules routine inspections and emergency repairs with outside vendors
- Ensures proper security measures for the workplace, including collaborating with the safety team, security system vendors or a team of security professionals
- Creates reports on maintenance, repairs, safety and other occurrences for supervisors and other relevant staff



- Prepares facilities for changing weather conditions including, but not limited to, snow removal for all walkways
- Collaborates with church administrator and finance secretary on budgeting for facilities needs

**Qualifications and Education Requirements**

- A believer in the Lord, Jesus Christ, and a current member of an evangelical church. Willingness to join the membership of WPC if not already a member.
- HS diploma or equivalent
- At least 5 years relevant experience in facility maintenance and/or management with verifiable team management skills
- Proficiency with PC operation in a network environment and the use of MS Office software and church management/facility management software
- A willingness to serve others sacrificially
- Advanced mechanical skills and knowledge of plumbing, HVAC and other building systems
- Proficiency with repair tools and techniques
- Excellent communication and interpersonal skills, including the ability to speak with all levels of employees, guests, vendors and team members
- Great time management, organization and prioritization abilities
- Keen attention to detail and efficient problem-solving skills
- Ability to lift heavy equipment and comfortable standing or walking for several hours each day
- Ability to lift 50 pounds waist high
- Ability to safely use all types of ladders to perform maintenance operations
- Ability to stand, kneel, walk, bend and twist for for several hours each day

**Preferred Skills**

- Possesses the knowledge and skills to inspect and maintain electrical, plumbing, air conditioning and landscaping on the premises
- Possesses a strong working knowledge of technology related to maintaining a facility including facility maintenance software, MS Office products, email, mobile applications and PC operation and use
- Strong mechanical aptitude
- Proficiency in safely running machinery and equipment including tractors, snow removal equipment and power tools

Reviewed By:	Michael Ploutz, Tucker York	Date:	June 7, 2022
Approved By:		Date:	
Last Updated By:	Michael Ploutz	Date/Time:	June 8, 2022