

Facility Manager Job Description

Overview

First Presbyterian Church is a vibrant and growing Christian church located in downtown Winston-Salem, NC. Our campus covers three city blocks with over 100,000 square feet of worshiping, meeting and office space. We offer a competitive salary, fully paid medical insurance, a retirement plan, 10 days of vacation in the first year, and 11 paid holidays.

Job Summary

The Facility Manager is responsible for the management, maintenance, and operation of the church's facilities, mechanical systems, and grounds. This role provides leadership and supervision to janitorial staff and maintenance personnel while ensuring that all facilities are safe, functional, clean, and prepared to support worship services, ministries, events, and community use. The Facility Manager plays a key role in supporting the church's mission by maintaining a welcoming, secure, and well-functioning campus.

Responsibilities

- Facility Operations & Maintenance
 - Oversee daily operations of all church buildings, grounds, parking lots, infrastructure and vehicles.
 - Develop and implement preventative maintenance schedules for HVAC, electrical, plumbing, roofing, and other building systems.
 - Perform maintenance tasks and coordinate specialized repairs with vendors as needed.
 - Conduct regular inspections to identify maintenance needs and safety concerns.
 - Manage work-order system to ensure timely and consistent use by staff.
 - Ensure facilities and grounds are consistently clean, orderly, and ready for ministry activities.
- Staff Supervision & Leadership
 - Supervise, train, and schedule janitorial staff, maintenance assistant(s), and volunteers.
 - Assign daily and weekly work tasks and work orders and monitor performance and quality standards.
 - Provide hands-on leadership and support to facilities staff.
 - Assist with hiring, onboarding, performance evaluations, and discipline in coordination with church leadership and Personnel Committee.
 - Foster a team-oriented, servant-minded work environment.
- Event Support and Space Management
 - Coordinate and assist with facility setup and teardown for worship services, ministry events, weddings, funerals, and special events.
 - Work closely with ministry leaders, event coordinators, and production teams to ensure facility needs are met.
 - Oversee room configurations, furnishings and staging.
 - Oversee audio-visual technology in classrooms and fellowship hall, partnering with other staff members and vendors when needed.
- Safety, Security, and Compliance
 - Ensure compliance with local, state, and federal safety regulations and building codes.
 - Maintain fire safety systems, emergency exits, and evacuation procedures.
 - Monitor building security systems, access controls, keys, and lighting.
 - Respond to facility-related emergencies and incidents promptly.

continued

- Vendor & Contractor Management
 - Manage relationships with external vendors and contractors.
 - Obtain bids, schedule services, supervise work, and ensure quality and cost-effectiveness.
 - Maintain service contracts for janitorial services, landscaping, HVAC, and other facility-related services.
- Budgeting & Administration
 - Assist in developing and managing the facilities department budget.
 - Track expenses, approve invoices, and control costs within established budgets.
 - Maintain accurate records of maintenance, inspections, warranties, and service agreements.
 - Prepare reports and provide updates to church leadership as requested.
- Inventory & Asset Management
 - Manage tools, equipment, custodial supplies, and maintenance materials.
 - Ensure proper use, storage, and replacement of facility assets.

Reporting Relationships

This position reports to the Business Administrator.

Qualifications

- High school diploma or equivalent required; technical, trade, or facilities management training preferred.
- Minimum of 3-5 years of experience in facility management, maintenance, or building operations.
- Prior supervisory or team leadership experience required.
- Working knowledge of building systems (HVAC, electrical, plumbing, fire safety).
- Proficiency in Microsoft Office and Google Workspace.
- Strong organizational, leadership, and communication skills.
- Ability to manage multiple priorities in a fast-paced, high-traffic environment.
- Physically able to lift up-to 50 lbs., use and move equipment to include landscaping equipment, climb ladders, and perform manual labor.

Schedule & Work Environment

- Full-time position with flexible hours.
- Regular availability required for evenings, weekends, and special events.

Personal & Ministry Expectations

- Commitment to and support of the church's mission, values, and statement of faith.
- Demonstrates professionalism, integrity, reliability, and servant leadership.
- Ability to work effectively with staff, volunteers, congregation members, and the public.

To apply, send cover letter and resume to Ron Britt at ronb@1stpres.com.