

JOB POSTING

Facility Manager

(Exempt, Full-time salaried)

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This exciting role will manage a new facility for a dynamic and active congregation in Richmond, Virginia.



Third Church has a rich history of using its facility for congregational and missional activity for many years!

Early in the fall of 2024, Third Church will be completing an \$18.2 million renovation.

Highlights of the renovated space will include:

- ◆ All new systems and infrastructure including electrical, HVAC, fire control, lighting, entry controls, and information technology.
- ◆ Carefully redesigned flow and access of the facility to provide for ease of movement throughout the building.
- ◆ Secure-entry children's space on both floors.
- ◆ Refurbished all rooms (including all classrooms and basement) from floor to ceiling.
- ◆ Beautiful, open gathering area established in the heart of the building.
- ◆ Historic architecture and timeless design maintained throughout the space.

The Facility Manager will have the opportunity to build their team to care for and manage the space, consisting of both full-time and part-time staff.

Apply today to lead the management and operations for this unique and treasured property!



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PURPOSE

Oversee all Third Church properties and their management: custodial, kitchen, landscaping, building maintenance, rental properties, and general upkeep. Oversees and manages facility maintenance completing simple maintenance within skill areas. Oversees and manages cleaning contract services and employed custodians to ensure cleanliness of the facilities.

ACCOUNTABILITY: Accountable to the Director of Finance and Administration

RESPONSIBILITIES

Note: Hours shown for each main task may vary depending on the schedule of activities for any given week.

Scheduled Cleaning/Setup/Event Preparation (15-20 HOURS)

- ◆ Work with Operations Manager to prepare for scheduled calendar events
- ◆ Plan and lead Facility team meetings
- ◆ Work closely with contracted custodial services and employees to plan and coordinate set up and clean up for all events
- ◆ Ensure completion of daily and weekly cleaning schedules
- ◆ Work closely to support, facilitate, and resource large groups using church facilities
- ◆ Oversee operation and cleanliness of kitchen
- ◆ Oversee ordering of cleaning, food, coffee, and kitchen supplies

Saturday Preparation / Sunday Coordination (5-6 HOURS)

- ◆ Ensure the facility is ready for Sunday worship and activities
- ◆ Oversee coffee and food prep setup
- ◆ Monitor HVAC and classroom AV systems for proper function
- ◆ Ensure/co-ordinate proper breakdown of coffee, rooms, and set up for next events

Facility Maintenance and Planning (15-20 HOURS)

- ◆ Work with Construction Manager and/or contractors to oversee facility renovation and be familiar with construction details, systems, wiring and plumbing for future maintenance
 - ◆ Working with the Trustees, plan, oversee, and execute scheduled maintenance of systems: (HVAC, electrical, plumbing, and mechanical)
 - ◆ Ensure timely repairs, contracting maintenance and repairs when outside skill set
 - ◆ Coordinate painting, detail cleaning, and landscaping
 - ◆ Set up and schedule (when required) snow and ice treatment and removal
 - ◆ Oversee maintenance and assist with leasing of rental properties
 - ◆ Complete monthly checklist of building maintenance and inspections
 - ◆ Coordinate volunteer teams for facility events
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THIRD CHURCH

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RELATIONSHIPS

Reports to the Director of Finance and Administration, assists the Operations Manager with calendar planning and execution; coordinates with the Trustees; supervises custodial staff; works closely with staff, volunteers, and mission partners in use of facility; works with contractors and others on facility maintenance and repair.

EVALUATION

Performance will be reviewed by the Director for Finance and Administration and the Personnel Committee of Session. Adequacy of salary will be reviewed annually.

KNOWLEDGE, SKILLS & EXPERIENCE

- ◆ **Relational Skills:** Builds relationships with members, volunteers, and vendors, and demonstrates Third's Core Values
- ◆ Faith in Jesus Christ, affirming the Apostles' Creed and lived out in a faith community
- ◆ **Problem Solving:** Ability to manage unexpected issues with responsiveness and thoroughness
- ◆ **Conscientious:** Cares about details and helping our building operate at its optimum
- ◆ **Software:** Experience in facility management software, or proven ability to learn necessary software programs (ie. Shelby calendar, Asana, Excel, etc.)
- ◆ High school diploma or equivalent
- ◆ Valid US Drivers License

PREFERRED EXPERIENCE

- ◆ **Management Skills:** 5+ years managing custodial staff and facility maintenance vendors
- ◆ **Building Maintenance:** 3+ years building maintenance experience
- ◆ **Handyman Skills:** Ability to fix and/or solve minor building issues

PHYSICAL DEMANDS

Physical demands associated with this position include extensive walking, lifting & carrying materials (up to 50 lbs).

TO APPLY

Send resume and cover letter describing why you would be a good fit for this position to Cathy Almond at cathya@thirdrva.org.

THIRD CHURCH