

JOB DESCRIPTION

FACILITIES MANAGER

TRINITY PRESBYTERIAN CHURCH

Part-time Hourly Position (20-29 hours/week), non-exempt, no fringe benefits, \$20.00 to \$30.00 per hour depending on qualifications

Reporting: Report to Senior Pastor/Head of Staff (Rev. Judith Fulp-Eickstaedt). Guidance will be provided by the volunteer Facilities Management Ministry Team (FMMT). Contract and payment authorization shared with the Chair of FMMT.

Need for Position: Trinity Presbyterian Church has extensive facilities, some of which date back to the 1950's, which are used extensively by the church congregation, the weekday preschool, and the community, many on a rental basis. Oversight of rental contracts and rental use, service contracts, facility maintenance needs, contracted repair and renovation work, and utility inspections and repair was approved by Session in June 2017 as a paid staff position.

General Description of Facilities (see Appendix for a more detailed description): Trinity Presbyterian Church is a 535-member church located in a residential neighborhood in north Arlington County, Virginia. Facilities include three connected multi-story buildings, two parking lots, a playground, lawn areas, and a wooded hillside.

Position Responsibilities:

Rental Management

- Point of contact for persons and organizations wishing to rent church facilities/space, including long-term caterers in Calvin Hall commercial kitchen and sports groups in Calvin Hall gymnasium.
- In coordination with FMMT, ensure that renters meet church rental criteria and that rental use is consistent with the church's ministry and goals.
- Administer rental contracts; as appropriate, negotiate changes to standard terms in coordination with FMMT.
- Keep the gymnasium rental Google Calendar, hosted on the church website, up to date.
- Keep the church space rental Google Calendar, hosted on the church website, up to date.
- Assist the church Office Administrator in assigning building entrance codes to renters and church members.

Facilities Management

- Available to be contacted during regular business hours for normal operations and outside regular business hours for emergencies.
- Walk through the facility weekly and note any needs (burned out lights, dripping faucets, etc.); review notes from nightly security volunteer.
- Complete any minor maintenance; support the Technology Team with any physical installation needs associated with technology improvements (for example, attaching computer cabling along wall); support the Beautification Committee with any maintenance/installation needs (for example, installing picture hangers, helping to move furniture); support the Senior Pastor with any facility needs associated with weddings and funerals; pick up smaller repair parts and renovation supplies from vendors as necessary.
- Ensure that church remains in compliance with county/state/federal building regulations; coordinate required inspections.
- Oversee contractor selection, contracts, scheduling (outside of morning preschool hours), work quality and completion, and payment.
- Work with security service (SETEC) to ensure operation of building security and fire protection systems.
- Work with cleaning service (Spring Cleaning) to ensure proper cleaning of all church facilities.
- Work with yard service (Andy's Lawn & Landscape) to ensure proper groundskeeping (mowing in spring, leaf removal in fall, snow removal in winter, etc.).
- Work with other office staff and the Technology Team to ensure operation of office machines (telephone system, copier, postage meter, computers and printers, network equipment).
- Oversee handyman and volunteer repair and clean-up work.
- Maintain associated church facility contract and payment files.
- In partnership with FMMT and with staff and other church ministry teams, as necessary, coordinate church ministry uses of church facilities.
- Maintain and/or create church facility manuals/binders/files as appropriate.
- Attend monthly FMMT meetings.

Position Requirements:

- Understanding of the church's stewardship mission: We serve our church congregation and our community through the use and upkeep of the facilities that God has provided for us.
- Authorization for a background check to be done.
- Availability (outside of morning preschool hours) to meet with contractors, repairmen, utility workers, inspectors, handymen, and volunteers.
- Skill and willingness to perform minor maintenance, including climbing a ladder.
 - Ability to perform minor repairs (electrical, plumbing, carpentry, painting) a plus.
- Knowledge of building systems.
 - Experience in building system/s a plus.
- Knowledge of local building codes, and/or willingness to research as necessary.
- Ability to maintain files on building renters, administer rental contracts, and update the church and gymnasium rental Google calendars, hosted on the church's website.

- Personal vehicle, active driver's license, able and willing to transport smaller repair parts and renovation supplies.
- Availability to meet with the Facilities Management Ministry Team one evening a month (currently fourth Wednesday at 7:30pm).
- Positive attitude.
- Interpersonal skills (to communicate successfully with church staff, church volunteers, contractors, inspectors, etc.).
- Ability to organize and prioritize tasks and to be flexible.

Appendix – Detailed Description of Facilities

Trinity Presbyterian Church is a 535-member church located in a residential neighborhood in north Arlington County, Virginia. Facilities include three connected buildings situated on almost five acres of paved, grassy, and wooded sloping property:

- (1) The main building is a 1950's two-story structure:
 - a. Main Floor – Sanctuary, flower room, usher narthex, church parlor (Kinzer Room), and coat closet;
 - b. Upper Mezzanine Floor – open classroom area and storage closets;
 - c. Upper Floor – Sanctuary balcony and meeting room;
 - d. Lower Mezzanine Floor – two staff offices, a restroom, and a storage closet;
 - e. Basement Level – a fellowship hall, staff office, kitchen, two restrooms, telephone and internet cables closet, boiler and electrical rooms, storage closets, and a youth lounge;
 - f. (1) set of staircases, plus additional stairs to Basement Level.
- (2) The education building, also from the 1950's, is a three-story structure used by both the church and the weekday preschool:
 - a. Main Floor – eleven classrooms, a meeting room (Knox Room), a staff office, a kitchenette, two restrooms, and janitorial closets;
 - b. Upper Floor – a full-sized gymnasium (Calvin Hall) with stage (stage renovated Summer 2017), a commercial kitchen, and two restrooms;
 - c. Stage Loft – HVAC equipment;
 - d. Upper Loft Floor (overlooking gymnasium) – a large storage area and a smaller under-rafters storage area;
 - e. Lower Extension – a boiler room;
 - f. (2) sets of staircases, plus stairs to Stage Loft and Lower Extension, and ladder access to Stage Loft.
- (3) The narthex building was built in the 1990's to connect the main and education buildings:
 - a. Main Floor – church office, a large narthex area, a small library, two classrooms, a foyer and coat closet, and two bathrooms;
 - b. Balcony Level (overlooking the Main Floor narthex area and connecting to the main building Upper Floor Sanctuary balcony) – three classrooms (including Lewis Room and Atwood Room), a kitchenette, a bathroom, and a small storage area;
 - c. Balcony Loft – HVAC equipment.
 - d. Upper Connecting Level (half-flight up from Balcony Level, connecting to the Upper Floor of the education building) – a storage closet with roof access;
 - e. (1) set of staircases, plus ladder access to Balcony Loft.
 - f. Elevator (access to all floors of the main and education buildings except the main building Upper Mezzanine and Lower Mezzanine Floors.
- (4) Handicapped accessibility: All areas accessible by elevator or building exit door without stairs except main building Upper Mezzanine Floor and Basement Level staff office and telephone closet; education building Lower Extension; and all Lofts.
- (5) Building exit doors (15):
 - a. Main building – Main Floor – flower room (1 to stairs);
 - b. Main building – Main Floor – usher narthex (1 to stairs);

- c. Main building – Lower Mezzanine Floor (1 to stairs and 1 to ramp/stairs to front parking lot);
 - d. Main building – Basement Level – fellowship hall (1 to stairs);
 - e. Education building – Main Floor (2 to stairs, 1 to rear parking lot);
 - f. Education building – Upper Floor (2 to bridges to driveway);
 - g. Education building – Lower Extension – boiler room (1 to rear “moat”);
 - h. Narthex building – Main Floor – large narthex area (1 to front parking lot and 1 to courtyard stairs);
 - i. Narthex building – staircase landing between Main Floor and Balcony Level (1 to rear “moat”)
 - j. Narthex building – Upper Connecting Level (1 to bridge to driveway).
- (6) The four-plus-acre property includes a small sloping front parking lot and a large two-level rear parking lot; a storage shed and trash bin area; a rear “moat” area; a memorial brick courtyard; a preschool playground; a sloping lawn down to the street at the front of the church; and a wooded slope up to an outdoor chapel area at the rear of the church.