



Facility Manager Job Description

Job Title: Facility Manger (Full – Time)
Department: Property Management
Reports To: Property Management Director

JOB SUMMARY:

Oversee and manage a full-service Facilities Department comprised of both fulltime, part-time and volunteer employees. Provide direction and planning for short-term and long-term initiatives for custodial, maintenance, space planning and for all Living Word Christian Center properties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide overall management and direction of the facilities including the operations, functions and activities
- Oversee supervision of custodial/engineer/housekeeping staff which includes planning, assigning and administrative support
- Ensure adherence to government regulations, environmental, health and security standards, policies and procedures
- Plan and oversee building work/renovations
- Allocate and manage space within properties
- Manage building maintenance activities
- Coordinate internal and external cleaning activities and assignments
- Advise on energy efficiency and cost effectiveness
- Supervise multi-disciplinary teams of staff including maintenance, engineering, grounds and custodial workers
- Project management of ongoing and new construction
- Oversee contracts and proposals for new construction and buildouts on all LWCC properties

Additional duties include:

- Financial forecasting/budgeting
- Property acquisition and/or disposal
- Contract specialist
- Oversee preventive maintenance measures

SKILLS AND QUALIFICATIONS:

- Knowledge of staff development and personnel administration
- Knowledge of management principles, concepts and budgeting practices
- Ability to lift and move objects weighing at least 40 pounds
- Valid driving license



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- Problem solving
- Interpersonal and communication skills
- Time management
- Ability to handle complex workloads
- Proficient in MS Office

EDUCATION AND/OR EXPERIENCE (REQUIRED):

- Bachelor's Degree in Business Management/Administration, Public Administration, Facilities Management, Engineering, Architecture or other related field
- Operations Manager and Stationary Engineering License
- Minimum 5 years managerial experience