

**Berean Christian Church**  
**Dr. Kerwin B. Lee, Senior Pastor**

**Facilities Manager**

**Department: Administration**

**FLSA Status: Exempt**

**Reports to: Church Administrator**

**Principle Role**

The Facilities Manager is accountable to the Church Administrator for ensuring that the church buildings, grounds, equipment and vehicles are maintained to a standard of excellence.

**Primary Responsibilities**

The Facilities Manager is responsible for:

- Developing and monitoring a departmental operating budget
- Evaluating maintenance personnel and making recommendations for staff changes
- Keeping the facilities clean, attractive and well-maintained, inside and out
- Maintaining all church-owned equipment and arranging for service when necessary
- Managing all part-time and full-time maintenance staff and volunteers
- Ordering and keeping sufficient inventory of custodial supplies
- Overseeing set-up, tear down and clean-up for all church events
- Scheduling and monitoring work hours of maintenance personnel
- Submitting monthly status and progress reports for all church property
- Performing other duties assigned by Church Administrator