

## **Position Description**

### **Facilities Director**

**January 2022**

Part-time, Exempt Position – 18 hours per week

Reports to: Pastor, Head of Staff, with day-to-day responsibilities supervised by Buildings & Grounds Committee Chair

1. Coordinate building maintenance and services
  - a. Review & timely approve B & G-related Invoices: including (but not limited to) heating oil, PSE&G, tank monitoring services, Cooper Pest Services, Reddings (plumbing), Bioshine (supplies), Solar, Water bills, electricity, etc.
  - b. Oversee the work of cleaning and landscaping services, ensuring quality of work, monitoring contracts, and negotiating additional services as needed.
  - c. Respond to emergency maintenance and repair needs and serve as owner representative with vendors and contractors performing the work. Approve emergency expenditures. Notify chair of B&G immediately of emergency repairs.
  - d. Work with B&G Committee for advanced approval of all non-emergency repairs.
  - e. Manage the ongoing maintenance of the facilities, systems and equipment, including preventative measures to forestall breakdowns and repairs; oversee maintenance contracts; providing ongoing inventory of building repair and upgrade needs. Communicate all issues with Chair of Buildings and Grounds Committee
  - f. Order building/landscaping supplies not provided by these services.
  - g. Monitor solar system and utilities usage throughout year. Evaluate effectiveness.
2. Work with the Capital Projects Manager to ensure coordination of capital project work.
3. Serve as active *ex officio* member of Buildings and Grounds Committee and regularly attend meetings.

- a. Prepare a detailed monthly facilities report for B&G Committee including financial information detailing maintenance issues and requests in advance of meeting
4. Oversee and manage PCOL'S fire safety procedures and systems
  - a. Ensure that annual Fire Marshall inspection occurs , addressing any findings and assuring corrections are completed and reported back to Fire Marshall.
  - b. Assure Fyr-Fyter inspects extinguishers annually and replace as necessary, (in advance of Fire Marshall visit).
  - c. Assure Vector tests fire alarm systems in advance of Fire Marshall visit
  - d. Assist in scheduling and executing fire drill
  - e. Recruit and organize "fire marshals" for Christmas Eve service, insuring proper equipment in place
5. Assure volunteer teams perform the quarterly tasks : Roof Truss Monitoring, solar system effectiveness.
6. Manage Building Signage - inside and out, in consultation with B & G, assuring it meets zoning requirements.
7. Prepare and submit required building-related survey responses, i.e., Township Recycling Volume annual report, etc.
8. Support Emergency Preparedness efforts, together with B & G Committee and staff; help develop and communicate policies & procedures; support efforts to designate and train appropriate individuals; coordinate outside reviews (i.e., Homeland Security walkthrough consult); make sure AED in working condition, replace outdated supplies; assure First Aid kits are in necessary locations and supplies are updated regularly. With B& G Chair schedule CPR training for staff and members periodically and to meet other medical emergency preparedness needs; schedule appropriate emergency preparedness drills with staff and B&Gs.
9. Serve as team lead of Snow Shovel Brigade. Maintain active list of members and coordinate activation when necessary.
10. Coordinate with Temple Micah regarding their facility use and needs as appropriate.
11. Evaluate staffing needs for building and room use for regular and special events. Co-ordinate with B&G Chair and/or Pastor
12. Other duties as assigned/negotiated