

Roswell United Methodist Church - Job Description

Position: Facilities Assistant Manager

Date: May 2019

Responsible to: Director of Buildings and Grounds

Exempt, full-time (40 hours/week), salaried

General Description: General Description of Job: Supervise maintenance and custodial staff, inspect facilities to ensure cleanliness, determine and complete maintenance needs, prepare and organize room setups. Train custodial staff and prepare work schedules. Order supplies. Oversee and inspect work completed by outside contractors. Repair and maintain building facilities and equipment. Requires knowledge of basic heating and cooling systems. Coordinate needs with department heads. Embrace the mission of RUMC: Make passionate disciples for Jesus Christ.

Specific Job Responsibilities:

1. Supervise maintenance and custodial staff. Maintain a pleasant working environment. Train staff and prepare weekly schedules, delegate daily work lists, and inspect facilities to ensure cleanliness. Conduct annual evaluation of the outsourced custodial service.
2. Work with all department heads and assist with maintenance needs. Prepare and organize rooms for meeting, parties, concerts and special functions. Enforce policies and procedures. Maintain material safety data sheets.
3. With the Director of Buildings and Grounds, review and prioritize work orders, estimating time, materials, and equipment requirements. Complete assignments efficiently and on time without sacrificing quality.
4. Safety. Have knowledge of and implement proper safety practices. Store, maintain, and preserve equipment and supplies in a safe and orderly manner. Ensure job site is left clean, safe, secured, and free of obstructions. Regularly inspect all facilities, equipment, and grounds for safety and appearance. Report on necessary repairs.
5. Working knowledge of building maintenance and repairs to include but not limited to: basic electrical, plumbing, HVAC, appliance, sheetrock, roof, gutter, and tile repairs, as well as general carpentry. Troubleshoot general issues and recommend outside assistance to the Director of Buildings and Grounds.

6. Painting. Ability to prepare a variety of interior and exterior surfaces for painting; apply a variety of surface coatings; mix, match, and prepare paints and stains to blend with existing colors.

7. Assist with general maintenance requirements as assigned by the Director of Buildings and Grounds.

This is not necessarily an exhaustive list of all duties, performance standards or requirements, efforts, skills, or working conditions associated with this job. It is, however, intended to be an accurate reflection of the current job responsibilities. Please specify job and email your resume to hr@rumc.com