

**The First Unitarian Church of Dallas
4015 Normandy Avenue
Dallas, Texas 75205**



Job Description

Job Title: Facilities Manager

Reports To: Chief Administrative Officer

FLSA Status: Exempt; full time

Department: Building and Grounds

Prepared By/Date: Chris Denney, June 19, 2008

Approved By/Date: Chris Denney, June 19, 2008

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Summary: By direct performance and by supervising the work of the other Facilities Staff, the incumbent is responsible for ensuring a fully-functioning, clean, attractive, safe and welcoming facility that is operated efficiently and has the supplies needed to support the various uses of the church.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Equipment Maintenance and Safety Regulations

- Ensures the electrical, plumbing, heating, and air conditioning systems are in good working condition and up to applicable codes; recommends outsourcing repair work as needed
- Performs general repair of small appliances, furniture and other items as needed
- Performs routine maintenance for equipment to ensure maximum life of items
- Promotes continuous improvement of workplace safety and environmental practices
- Tests and maintains emergency equipment on a regular basis
- Keeps log of equipment including date of acquisition; photograph or digital images, maintenance schedule and completion dates
- Reviews church building (interior and exterior) and grounds on a regular schedule for maintenance needs; documents the completion of this including the findings and any corrective actions taken
- Follows instructions regarding use of chemicals and supplies; uses as directed

Building and Grounds Upkeep

Those using the facilities are expected to use good judgment and to minimize damage, soiling and to clean up after themselves. However, sometimes people do not fulfill these expectations; in addition, normal dirt and clutter accumulate. The safety and appearance of the building and grounds is important to the image of the church. Ultimately, the Facility Staff are expected to do what is needed.

- Maintains consistent high standards of cleanliness
- Coordinates with the outside vendors (e.g. lawn maintenance provider, JPS Construction, etc.) to ensure proper completion of their contractual work
- Performs removal of trash, unsightly items or potentially unsafe items as needed in buildings and on grounds to ensure the church is always safe and is presented at its most attractive best.
- Completes requests in a timely manner

Room Set-up

- Interprets event documents and diagrams to determine needs including type, amount and arrangement of equipment for routine and special events
- Performs room set-up in a timely manner and re-sets room, as needed
- Prioritizes work sequencing and order of task completion, considering current and future meeting room usage and determines equipment to remain in place
- Identifies and anticipates problems and takes corrective actions; ensures against line-of-sight problems with seating arrangements and equipment

Facility Security

- Ensures the building is locked and secured at the end of the day (where applicable) or after an event this position staffs

Inventory Control and Fiscal Responsibility

- Reviews all invoices to ensure accuracy
- Is knowledgeable about account codes related to Facilities and applies correct codes to invoices before they are turned in to accountant
- Verifies competitiveness of vendor prices by comparative examination of other sources periodically; documents results
- Ensures vending machine money is submitted to accountant in the manner directed
- Makes purchases in a prudent manner utilizing price breaks for bulk purchases where appropriate
- Stays aware of church events and supplies on hand to ensure we have adequate products for all church needs. Provides specific information about what needs to be ordered to the person designated to place the order or, where applicable, places those orders.

Other

- Operates folding machine as requested
- Is accessible by walkie-talkie during the time worked to ensure immediate response when needed; this is essential on Sunday or when staffing an event
- Fills out all required and requested paperwork in a timely manner
- Able to pass a criminal background check
- Provides excellent "customer" service

Internal Relations

- Works cooperatively with supervisor, other Facilities Staff, church staff, church members and friends and facilities related committees
- Attends meetings as directed
- Maintains effective communication
- Ability to work independently and to complete daily activities according to work schedule;

Other Work Requirements

- This is a full time position. The specific hours will be determined with the supervisor but Sunday work is routine and to be expected. The work schedule of this position will be coordinated with the other Facilities Staff to afford maximum flexibility.
- May be required to come in early, stay late and work overtime
- Must have access to reliable transportation, possess a current, valid, Texas drivers license and have proof of current auto insurance
- Must have reliable telephone contact

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities

to perform the essential functions. Working knowledge of equipment, materials and supplies used in building and grounds maintenance; Working knowledge of equipment and supplies used to do minor repairs; Knowledge in the proper and safe techniques of building maintenance.

Education/Experience:

High school education or equivalent. Thorough knowledge of basic carpentry, plumbing, electrical, heat/air systems, interior and exterior building and grounds maintenance, operations and procedures. Knowledge of OSHA, MSDS, HazMat, Fire/Safety, Sanitation and Bloodborne Pathogens regulations and common practices.

Language Ability:

Ability to read and interpret instructions including drawings indicating requested set up of various rooms; equipment operation manuals; safety information regarding chemical agents. Ability to respond to inquiries or complaints from members and vendors; ability to communicate effectively (verbal and written) using standard English,

Math Ability:

Ability to work with standard mathematical concepts such as addition, subtraction, multiplication, division and fractions.

Reasoning Ability:

Ability to define problems, establish facts, and draw valid conclusions. Ability to effectively organize and prioritize work and manage several job duties at once.

Computer Skills:

To perform this job successfully, an individual should have a basic proficiency with computers and should be able to use a word processing program, spreadsheet (we use Microsoft applications), e-mail and ability to use the Internet to research issues. Knowledge of Outlook is helpful. The church's heating and air conditioning system is maintained using a computer; must be able to quickly learn this.

Certificates and Licenses:

HVAC certification preferable but not required

Supervisory Responsibilities:

This position will develop the schedule for days and times worked for self and other Facilities Staff keeping in mind the church event calendar. The schedule of all Facilities Staff will be as evenly distributed as possible as to days off, Saturday work, and later evening work. This schedule (and all subsequent updates) will be coordinated with the Chief Administrative Officer and distributed to the office staff ad changes occur.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed indoors and outdoors and occasionally on slippery and unstable footing in cold winds and dusty conditions; exposed to hot and cold weather conditions.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to exert physical effort in doing such tasks as frequently lifting and moving objects in

excess of 50 pounds using appropriate equipment to do so. Considerable physical activity is a primary core part of the job. Physical effort and good coordination are required for reaching, bending and turning. Specific vision abilities required by this job include: close vision, depth perception and ability to adjust focus and distinguish colors. While performing the duties of this job, the employee is routinely required to sit while using a computer; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Position may result in physically stressful and fatiguing conditions due to working conditions, job requirements and assuring timeliness in completing routine and emergency tasks.

Job Description – General Competencies

The following key elements of performance are considered a part of every job description at the First Unitarian Church of Dallas. Performance evaluations will include a review of these elements.

Ethics: All employees are expected to treat others as they themselves would like to be treated. Each employee must demonstrate by their actions an understanding of the First Unitarian Church of Dallas' Mission Statement. Confidentiality of the church's information should be maintained.

Dependability: Employees should demonstrate they can be depended on. This includes following established procedures, taking responsibility for their own actions, keeping commitments, demonstrating consistent performance, being on time for work and scheduled activities, and meeting workload expectations, ensuring responsibilities are covered when absent, and achieving goals. Each should react well under the pressure and stress encountered. Each employee should work in a way that sets a good example for others.

Judgment: Employees should exhibit sound and accurate judgment within defined parameters in their area of expertise. They should make timely decisions which they can support and explain, and they should include appropriate people in the decision making process.

Change management: Employees must be adaptable to changes in the work environment and integrate such changes smoothly. They should be open to other people's ideas and approaches and be able to change their approach to best fit the situation. Each should be able to manage competing demands.

Initiative: Employees should demonstrate initiative by seeking increased responsibility, looking for and taking advantage of opportunities, and volunteering for appropriate duties. Each should propose solutions when coming up with problems and seek agreement on these proposals. Each is expected to take reasonable independent action, and to ask for help when needed. Each should try to identify new methods or resources that could help them or others. Each should undertake self-development activities.

Job Knowledge: Employees should be competent in the required job skills and knowledge, exhibiting the ability to learn and apply new skills, and keeping abreast of current developments. Each should require minimal supervision while displaying an understanding of how one's job relates to others. Each must also understand one's own strengths and limitations.

Creativity: Employees are encouraged to display original thinking and creativity developing innovative approaches and ideas to apply to our work. Each should generate suggestions for improving work and meet challenges with resourcefulness.

Communications: Effective communications are essential to mutual understanding. To achieve this, employees should speak and write clearly, persuasively, and informatively editing writing for spelling and grammar. One should listen well and understand or get clarification. Each should keep others adequately informed, respond well to questions, participate in meetings, and demonstrate good group presentation skills. It is important to select and use appropriate communication methods. One must also maintain appropriate records and promptly submit information.

Teamwork: Employees are expected to work in a team setting and atmosphere. This includes establishing and maintaining effective relations, offering assistance and support to team members, and exhibiting tact, consideration, a positive outlook, and a pleasant manner. Team members (every employee at First Church) should work cooperatively in group situations and actively work to resolve conflicts. It is important to make oneself available to team members, help

others learn and do a better job, take responsibility for team decisions, and in other ways inspire respect and trust.

Problem Solving: Employees should be able to identify problems in a timely manner, gather and analyze information skillfully, develop alternate solutions, and resolve problems in early stages.

I have read and understand these General Competencies. I have the skills to perform the required tasks.

Applicant/Employee Signature

PRINT name

Date

Supervisor Signature