

We lead people to become all-in followers of Jesus.

Job title	Facilities Manager
Department	The Commons
Reports to	Operations Pastor

## Job purpose

This full-time position will be responsible for the care and maintenance of The Commons facility and helping create a clean, functional, and inviting space for all Journey Church and Bozeman community guests. This includes maintaining a weekly and monthly maintenance schedule for each area of the facility, overseeing 4-5 other part-time facility staff, and assisting in the setup/tear down of resources for activities happening in the facility.

This position will work closely with the Operations Pastor to ensure the facility is in great shape and the facility staff are carrying out their responsibilities.

## Duties and responsibilities

- Responsible for recruiting, scheduling, and management of part-time facility staff with the support of the Operations Pastor.
- Assist part-time staff in the setup and teardown of tables, chairs, and resources requested by weekly events.
- Assist in the weekly cleaning of the facility, as needed.
- Provide basic maintenance on all parts of The Commons, including appliances, lighting and electrical systems, plumbing, HVAC, and other mechanical devices throughout the building.
- Research issues with malfunctioning components and provide solutions and part numbers for repairing or replacing them.
- Create and carry out a preventive, proactive maintenance schedule for The Commons.
- Contribute to the preparation of the annual department operating budget.
- All other duties as assigned by the Operations Pastor.

## Qualifications

- Ability to work a flexible schedule based on need. Some weeks may require late nights and weekends.
- Strong, positive work ethic.

- Strong teamwork and team management skills.
- Attention to detail and excellence.
- Customer service-oriented mindset with guests and staff.
- Ability to assess and initiate projects independently.
- Promote teamwork and quality service through daily communication and coordination with other staff.
- Basic to advanced mechanical knowledge and aptitude is required. Specialized training for our systems can be provided.
- Ability to meet the physical requirements of the job. (i.e., moving/setting up heavy objects and items needing repetitive motion such as chair setup, for instance)
- Good communication and customer service skills.

### Working conditions

- Positive and encouraging working environment.
- Occasionally long hours.
- Variable schedule – some late nights/early mornings.
- Often on feet for long periods at a time.
- Repetitive motion/lifting
- May come in contact with various contaminants, including allergens, chemicals, bodily fluids, and such (appropriate physical protection provided).

### Physical requirements

Ability to lift 50 lbs. Comfortable with heights. Standing for extended hours.

### Direct reports

Facility setup/teardown and cleaning staff will report to this position.

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