



ROLE: FACILITIES MANAGER
DEPARTMENT: OPERATIONS
REPORTS TO: DIRECTOR OF FACILITIES
WORK HOURS: Full time: Monday – Thursdays, Sundays

WHOM WE SEEK:

The Facilities Manager assists the Director of Facilities in managing the physical plant operations of Saint Michael and All Angels Episcopal Church (Saint Michael) and Saint Michael Episcopal School (SMES). Responsibilities include the management of personnel and systems providing for the safety, comfort, security, maintenance, cleaning, setup/takedown for the staff and parishioners.

PRIMARY FUNCTIONS:

- In consultation with the Director of Facilities, hire and supervise sextons (employees and contractors)
- Ensure the appearance and physical aspects of all properties meet or exceed Saint Michael's established standards through routine site and safety inspections
- Coordinate work activities and services from vendors, consultants, and other contractors as needed
- Oversee daily meeting/funeral/wedding/special services and event setup/breakdown
- Monitoring of building and mechanical systems

OTHER DUTIES AND RESPONSIBILITIES:

- Oversee inventory and ordering supplies for building materials, the kitchen, restrooms, and other areas
- Oversee care/cleaning/upkeep of all facilities, including kitchens. Create and execute cleaning schedules for Saint Michael and SMES that maintain compliance with local, state, and federal codes
- Maintain Safeguarding requirements that ensure a “safe church” environment for all persons, especially children, youth, and vulnerable persons
- Serve as a resource for the staff regarding building operations and maintenance.
- Work to assure the safety and comfort of parishioners, guests, and visitors to Saint Michael
- Maintain operational support of SMES
- Provide staff for and support our Saturday Farmers Market
- Manage US Mail and package distribution for SMAA and SMES
- Perform other job activities as directed by supervisor

WE EXPECT OUR FACILITIES MANAGER WILL BE...

- Committed to SMAA’s core focus: “Building Christian disciples for a transformed community”
- Embody SMAA’s core values: collaborative, loyal, effective, kind, and growth-oriented
- Become proficient in computer software that pertains to the operations of the building
- Become proficient in the Entrepreneurial Operating System (EOS) used at Saint Michael
- A dependable, energetic achiever who holds herself/himself to high standards of job performance, spiritual engagement, and ethical behavior
- An effective verbal and written communicator with excellent interpersonal skills
- A team player

CORE COMPETENCIES:

- Confidentiality – able to exercise mature judgment and discretion with sensitivity to the needs of others
- Supervision – able to delegate and oversee the work of others
- Understand general contracting practices of plumbing, electrical, facilities controls, life/safety, general construction, etc.
- Ability to provide technical support needed for operational systems, including work order system, eSpace Calendar, etc.
- Ability to perform minor repairs around the facility
- Cultural respect and sensitivity to ensure effective leadership of a diverse workforce; ability to speak Spanish is a plus
- Highly organized and comfortable with the Microsoft productivity suite and other software applications used by the church
- Non-anxious in a fast-paced, complex large church system
- Ability and desire to work with and across ministry areas

PHYSICAL DEMANDS:

This position has significant physical demands, requiring the candidate to be able to work, move, stand, and sit for long periods. In addition to the other qualifications listed in this job description, the candidate must be able to lift and move 50 lbs. and to work on a ladder reaching the second story of our building.

WORK ENVIRONMENT:

The duties of this position will require the Facilities Manager to be near moving mechanical parts, electricity, solvents, fumes, airborne particles, outdoor weather, loud noises, etc. Attention to safety and good judgment are paramount.

If you would like to apply, please submit a letter of interest and resume to Susan Mills, Operations Manager, Saint Michael and All Angels Episcopal Church, 8011 Douglas Ave, Dallas, TX 75225, or smills@saintmichael.org (reference "Facilities Manager" in the subject line). No phone calls, please.