



Employment Qualifications: FM(PT)  
Effective Date: November 2024  
Revision Date: November 2024

Church Operations Policy Section: Job Descriptions  
Policy: Church Employment  
Employee Classification: Non-Exempt

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**POSITION: FACILITIES MANAGER PART-TIME**

**Policy**

**Statement:** It is the policy and practice of First Presbyterian Church of Marietta to enlist the professional and ministerial services of qualified people to support and further the work of God's kingdom through the church; the position job description is intentionally goal oriented and presents general ministry qualifications as well as specific goal requirements for a successful and productive employment relationship with the church staff, congregation, and local community.

**The qualified candidate:**

1. Must be experienced in and comfortable with general building and property care/preventative maintenance/maintenance (e.g. roofing, plumbing, electrical, carpentry, landscaping, painting, etc.). Knowledge in HVAC would be an added plus.
2. Has a minimum of a high school diploma/GED or comparable experience.
3. Must be healthy enough to stand for prolonged periods of time, manage heavy objects (up to 50lbs such as tables, chairs, office furniture, and similar objects).
4. Is available to work an irregular schedule that may at times include holidays, weekends, or evenings.
5. Is willing to accept performance goals for his/her area of responsibility and be accountable for expected results.
6. Has the ability to work well in a team environment and is tolerant of the ideals, attitudes, and actions of others.
7. Is able to maintain patience with church personnel, church members, and the public by relating a positive, affirmative image of the church to all fellow employees, church membership, and the public.
8. Must be able to work effectively and flexibly under the direction of the Director of Administration, and alongside the Property Council Chair's protocol.
9. Must be able to multitask, meet deadlines, and occasionally work under the pressure of time.
10. Must be coachable and cooperative; initiates tasks; offers ideas and solutions for improvement of processes, procedures, etc.
11. Presents himself/herself as an appropriately attired, dependable working individual, prompt, friendly in attitude and demeanor, interested in helping others and learning new ways to do things.
12. Is prepared for and open to basic technology capabilities including, but not limited to, Microsoft Office software, cloud and web services, and is mobile friendly.



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**Principal**

**Function:** The Facilities Manager supports the Property Committee to oversee the church building and grounds maintenance, and facilities care functions to promote a clean, well-kept, and safe environment for members and visitors.

**Skill Requirements:** Experience in all aspects of general building and property maintenance. Must be able to lift items up to 50 lbs. and climb high ladders. Must always observe and practice safety precautions. Must be able to comfortably collaborate and coordinate with the Director of Administration, Property Committee members, staff members, contracted vendors and workers, and church volunteers on special maintenance projects.

**Work Schedule:** Monday - Friday up to 25 hours weekly. Some weekends as needed for special events set up. Schedule set in consultation with Director of Administration.

**Outline of Responsibilities:**

1. Perform and document all regularly scheduled maintenance inspections and report to the Director of Administration and the Property Committee Chair.
2. Supervise Facilities Care Team, scheduling regular meetings to check in, review calendar, and discuss special projects.
3. Follow all health and safety and security policies.
4. Adhere to the maintenance guidelines located on the Facilities/Property Repair Form; explore and offer new and better solutions when appropriate.
5. Inspect and maintain lighting systems for proper operation, replacing defective components as needed.
6. Check all exit signs and emergency lights for proper operation. Ensure that exit lights operate 24 hours a day.
7. Check all plumbing systems for proper operation. Repair/replace components as needed.
8. Instigate, coordinate, and check completed work by vendors and contractors.
9. Coordinate and oversee all HVAC systems maintenance. Document regularly all maintenance performed. Clean and replace filters as scheduled. Become familiar with all vendors.
10. Inspect church building structures both internally and externally for any defects and file a report if repair work is needed, notifying the Director of Administration and Property Committee Chair.
11. Ensure landscaped, playground, and parking areas are safe, and free of debris, weeds,

- overgrowth, etc. in conjunction with landscaping vendor and/or volunteers
12. Take initiative in completing tasks, returning the area work to its original likeness and all material, equipment, and tools to their appropriate locations.
  13. Ensure classrooms and other ministry areas are arranged for use adhering to the Facilities Request Form specifications when needed, working in conjunction with the Facilities Care Team. Perform weekly walkthroughs on Fridays.
  14. Be familiar with the Church's policies, procedures, and chain of command.
  15. Strive to support the church's ministry by presenting a friendly presence, remaining aware of worship services/other activities, to best assist visitors and congregants.
  16. Perform all other duties as assigned by direct supervisor.

Organizational Placement, Compensation, and Benefits:

- Direct Supervisor: Director of Administration
- Session Oversight: Liaison to the Property Committee
- Part Time position with applicable benefits per the current FPC Employee Handbook (90-day mutual trial period)

Compensation: \_\_\_\$xx.xx\_\_\_ as hourly rate.

Authorized: \_\_\_\_\_ Date: \_\_\_\_\_  
HR Committee Chair

Verified: \_\_\_\_\_ Date: \_\_\_\_\_  
Property Committee Chair

\_\_\_\_\_  
Director of Administration Date: \_\_\_\_\_

Acknowledged: \_\_\_\_\_ Date: \_\_\_\_\_  
Facilities Manager

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_