FIRST PRESBYTERIAN MARIETTA

Employment Qualifications: FM | Church Operations Policy Section: Job Descriptions
Effective Date: November 2026 | Policy: Church Employment
Revision Date: November 2026 | Employee Classification: Exempt

POSITION: FACILITIES MANAGER

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. Experienced in and comfortable with performing general building and property care/preventative maintenance/maintenance (e.g., roofing, plumbing, electrical, carpentry, landscaping, painting). Knowledge of HVAC systems is desired.
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), Able to climb and work from a 40-foot extension ladder.
4. Available to work an irregular schedule that may at times include holidays, weekends, evenings, and emergency needs.
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. Can 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, or other systems.
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 40-foot-high ladders. Must always observe and practice safety precautions. Must be able to comfortably collaborate and coordinate with the Director of Administration, Property Committee Chair and members, staff members, contracted vendors and workers, and church volunteers on special maintenance projects.
Work Schedule:	Monday – Friday, 9:00am – 5:00pm. Weekend work as may be needed for unique 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 Property Committee Chair and the Director of Administration.
2. Supervise facilities staff, scheduling regular meetings to check in, review calendar, and discuss special projects.
3. Maintain stock cleaning levels, tools, and maintenance parts.
4. Follow all health and safety and security policies.
5. Abide by the maintenance guidelines located on the Facilities/Property Repair Form; explore and offer new and better solutions when appropriate.
6. Inspect and maintain lighting systems for proper operation, replacing defective components as needed.
7. Perform drywall repairs and touch up painting.
8. Periodically check all exit signs and emergency lights for proper operation. Ensure that exit lights operate 24 hours a day.
9. Periodically check all plumbing systems for proper operation. Repair/replace components as needed.
10. Periodically inspect and maintain kitchen equipment.
11. Instigate, coordinate, and check completed work by vendors and contractors.
12. Coordinate and oversee all HVAC systems maintenance. Document regularly all maintenance performed. Clean and replace filters as scheduled. Become familiar with all

vendors.

13. 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.
14. Maintain church vans making sure they are up to date on service needs and safe for all ministry travel needs.
15. Manage van schedules with the Congregational Care Coordinator
16. Collaborate with Security vendors and Security Associates to implement and adhere to Safety and Security protocols and policies.
17. Make certain landscapes, playgrounds, and parking areas safe, and free of debris, weeds, and overgrowth in conjunction with landscaping vendors and/or volunteers.
18. Take initiative in completing tasks, returning the area work to its original likeness and all material, equipment, and tools to their appropriate locations.
19. Assure classrooms and other ministry areas are set up for use adhering to the Facilities Request Form specifications when needed, working in conjunction with the facilities staff.
20. Perform weekly walkthroughs on Fridays to confirm spaces are ready for Sunday worship. (Confirm proper setups, cleaning tasks complete, and lighting or maintenance that may have come up during the week)
21. Recommends maintenance, mechanical, electrical, and facility design modifications to the Property Committee Chair.
22. Be familiar with the Church's policies, procedures, and chain of command.
23. 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.
24. 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
- Full-time position with applicable benefits per the current FPC Employee Handbook