

Hope Community Church Role Description

We are a family that loves God, follows Jesus & shares hope.



Last Updated: **July 2026**

Job Title: **Facility Manager**

Direct Supervisor: Director - Operations

Ministry Director: Director - Operations

Direct Reports: Custodians, Facility & Safety Specialists, Maintenance Technicians

Role Summary:

Responsible for the oversight and leadership of the facilities and safety teams at the campus. Manages facility maintenance, repair, and capital investments to ensure buildings are operating efficiently and effectively.

Foundational Responsibilities

- Connect people to the family of God helping them find belonging and purpose.
- Equip and empower others to grow spiritually and develop a life of ministry.
- Shepherd others by making sure they are cared for, supported, and encouraged.

Job Duties

- Lead, manage, and hold accountable team members, including personal and professional development
- Lead the campus facilities and safety team responsible for maintaining buildings and ensuring the safety of all staff and guests
- Ensure buildings are operating efficiently and effectively to support weekend and weekday use
- Manage, train, and equip campus facilities team and assist them as needed to troubleshoot and resolve mechanical or building issues
- Serve as operational point of contact for regular weekday/weeknight building rental clients, ensuring rooms set up and functional for client needs, and assisting clients with issue resolution
- Establish preventative maintenance schedules and prioritize repair and maintenance work and projects to minimize disruption of facility operations
- Responsible for oversight of contractors and ensuring the successful completion of various building projects
- Ensure that campus building(s) remain current with all applicable codes and regulations and recommend any applicable energy cost savings ideas
- Have an understanding of and comply with OSHA workplace safety requirements
- Oversee inventory of all custodial & maintenance supplies and equipment
- Perform routine equipment inspections, making recommendations for new equipment or repairs as needed
- Review team practices, quality of work performed, and implement changes as needed to improve services
- Manage the financial resources prioritized for Facilities through the annual budget, including timely submission and approval of expenses
- This position is on call 24/7 in the event of building emergencies.

Core Competencies / Qualifications and Requirements

- High school diploma or equivalent required; bachelor's degree or equivalent work experience preferred
- Five or more years of previous experience in personnel and facility management required
- Self-motivated and able to work in a fast-paced, deadline-driven environment
- Ability to find creative solutions and successfully interact with a wide variety of people
- Strong interpersonal skills with staff and public
- Strong organizational skills with ability to lead and manage others

- Proficient with technology, including Microsoft Office 365 and other work management applications
- Ability to read and understand blueprints (building, electrical, plumbing etc.)
- Ability to lift 25 lbs on a regular basis with heavier amounts being lifted as needed
- Regularly required to sit or stand, reach and move about the facility
- Work indoors and outdoors in all weather
- Able to safely climb and work from a ladder as needed
- Events management and client relations experience desired

Employee Signature

Date

Supervisor Signature

Date