

**Bon Air Baptist Church**  
A Place to Belong...A Place to Become  
**Job Description: Facilities Manager**

**Immediate Supervisor:** Buford Road Campus Pastor

**Principal Functions:** Full-time, exempt position that coordinates and oversees the facilities of Bon Air Baptist Church by:

1. Managing staff, vendors, and personally participating in the cleaning and disinfecting of the facilities
2. Managing all aspects of building repair and system maintenance
3. Coordinating, managing staff, and personally participating with the room and facility setup for activities and calendar events
4. Managing personnel, vendors, suppliers, within a pre-determined budget to ensure all aspects of building cleanliness and repair are maximized
5. Serves as Ministry Champion of Facilities across all campuses of Bon Air Baptist Church

**Responsibility Areas, primary: Buford Road Campus, secondary: some activities at the James River Campus, some activities at the two missionary homes:**

**Facility Cleanliness**

- Manage a schedule of cleaning activities to ensure the facility is consistently cleaned and disinfected.
- Maintain a schedule of activities for building appearance improvement, such as wax/strip floors, resurface gym floor, aesthetic repairs, special cleaning, painting, landscaping, trash pickup and removal, etc.
- Evaluate options for and monitor the performance of cleaning staff and vendors to continually strive for improvement.
- Actively participate in the cleaning and disinfecting of the facility when required.

**Facility Maintenance**

- Manage and maintain all building systems in accordance with applicable building codes and internal standards of performance to include, but not limited to boilers, HVAC units, electrical systems, plumbing and electrical fixtures, elevator, roof maintenance (including gutters), parking lot, lighting (inside and exterior,) landscaping, storm drains and sewer systems, fire, and security systems, etc.
- Manage a schedule of preventive activities for all systems and facility related items requiring routine care, updating, and maintenance.
- Meet regularly with County Building officials to discuss new regulations, grandfather clauses, etc.
- Provide skilled and basic repair on various systems and devices including but not limited to electrical, plumbing, HVAC, construction, etc.
- Manage and maintain all exterior grounds and property at Buford Rd. and missionary

homes using vendors and staff.

### **Event and Calendar Activities**

- Manage the required facility changes for scheduled and non-scheduled events.
- Participate in the room request process to ensure that all events are scheduled, and the facility is set up, ready and clean in a timely manner.
- Work with staff and members to ensure the required changes are satisfactory and suggest any foreseeable improvements.
- Actively participate with the work required for facility changes and room setups.
- Manage a series of drawings, plans, and pictures to facilitate proper room setups and changes.
- Participate in a consulting role for all meetings discussing facility changes by ensuring accurate information, times, and dates.

### **Security and Safety for Building, Grounds, Staff, Members**

- Ensure the facility is secure each day and night and unauthorized access is not allowed.
- Work with vendors and staff to ensure the fire and security systems are properly working and any issues are quickly reported and resolved.
- Assist in coordinating the annual fire alarm, sprinkler system testing, security system testing, coordinate, and train emergency response team.
- Assist in coordinating the annual church and more frequent pre-school fire drills.
- Actively participate with the volunteer security team to improve building and ground safety.
- Review, maintain and recommend modifications, as needed, to the emergency evacuation plan for the church. Annually test emergency lights, security, and fire alarm systems.
- Maintain an effective plan to secure the building by always controlling key, magnetic lock, and security system access to the building and classrooms.
- Ensure any physical hazards that could promote injury or danger are resolved quickly.

### **Church Vehicles**

- Ensure that state inspections, county decals and license plates up to date.
- Ensure that the vehicles are maintained in accordance with the manufacturer's specifications, vehicles are clean, and fire suppression devices are inspected annually.

### **Management and Team Responsibilities**

#### **Communications and Teamwork**

- Provide clear, concise, and timely communications to staff and leadership on any facility activity or issue. This communication can be written, e-mail, verbal, text, or other means. At minimum, a weekly e-mail update is sent to entire staff. More immediate information is addressed to the entire staff or individuals as needed through appropriate means.
- Provide immediate updates to all required parties on any emergency or urgent facility matters.
- Attend and participate in all required staff and event meetings.
- Work with all ministry areas to ensure their facility requirements are met.

- Serve as the liaison to any person(s) having questions or requests made to the church requiring facility use.

### **Personnel Management**

- Develop and maintain standards of performance to monitor productivity of the custodians and cleaning team and or vendors.
- Establish standards for all scheduled set-ups, tear-downs, vacuuming, cleaning, stripping, and waxing of floors and other custodial/maintenance duties.
- Develop and maintain a flexible work schedule to have adequate team members available to coincide with scheduled church activities, i.e., evenings, weekends, holidays.
- Publish work schedule in advance.
- Train and equip staff of proper cleaning methods, machine use, and safety.
- Train and equip staff to perform minor maintenance i.e., painting, plumbing, bulb replacement, etc.
- Train and equip staff to perform landscaping duties and snow removal.
- Maintain and enforce a dress code to include a custodial/ facilities maintenance standard uniform for staff appropriate for scheduled activities.
- Participate and adhere to the scheduled performance review process with all direct reports.
- Ensure adherence to time reporting and PTO policies by self and direct reports.
- Understand and embrace Emotionally Healthy Spirituality as created by Peter Scazzero

### **Vendor and Supplier Management**

- Manage vendor relationships to ensure that all work is performed under a written contract, purchase order or other written document.
- Schedule all contractual work during normal working hours and ensure work is completed according to contract, agrees with contractual building use arrangements, and is done in a professional manner consistent with applicable building codes.
- Competitive bid all contracts to ensure best pricing for church.
- Manage and reconcile new agreements wherein vendors will lock-in or cap future increases, termination rights without cause with sufficient notice, and the church receives adequate indemnification from vendors, etc.
- Manage supplier relationships to ensure all purchases are delivered and have the most cost-effective price.

### **Utilities Management**

- Develop and manage programs to control and conserve energy consumption. Track energy consumption on a seasonal basis, track rate increases and make recommendations to use energy efficient devices, lighting, etc.
- Develop and manage programs to control and conserve water and sewer consumption. Track consumption on a seasonal basis, track rate increases and make recommendations to use water efficient devices, etc.

**Building and Grounds Team**

- Inform and consult with the B&G Team, as needed, on facilities issues that require immediate attention and long-range planning.
- Attend B&G meetings.
- Ensure discussed B&G Team plans are implemented.
- Consult with Campus Pastor and B&G team for the improvement and renovation plans for the facility.

**Financial Management**

- Work with Campus Pastor to prepare and administer annual facilities budget.
- Ensure expenditures are within budgeted targets.
- Work with the Finance Manager on expenditures out of budget scope.
- Routinely review the department budget and focus on saving opportunities.
- Be a good steward of God's money.

**Qualifications**

- High School Diploma or equivalent
- Three years of experience managing commercial facilities
- Good written and verbal skills
- Proficiency with Microsoft Office Suite

**Work schedule:**

- 5 days a week, including Sunday as a workday.
- Start and stop times flexible depending on activity schedule.

**Email resume to Lori Blakeney, Administrative Manager,  
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