

Kaimuki Christian Church & School

Job Description

Facilities Manager

Position: Facilities Manager

Department: Facilities

Reports To: Administrator

Direct Reports: 1 Part-Time Worker; 4 Custodians

Status: Full-Time, Exempt (40 hours/week)

Location: Kaimuki Christian Church

Compensation: Commensurate with experience and education, plus benefits per KCCS staff policy

Position Summary

Under the immediate oversight of the Administrator and general oversight of the Lead Pastor, the Facilities Manager coordinates and directs all property operations to ensure that Kaimuki Christian Church and School functions efficiently and effectively.

WORK HOURS AND WORK CONDITIONS:

- 40 Hours per week: Monday through Friday, 8:00 a.m. – 4:30 p.m. After-hours and/or weekends when necessary.
- Required to work both indoors and outdoors in various weather conditions
- May be subject to on-call or after-hours emergency responsibilities

Essential Duties and Responsibilities

Reports to and communicates regularly with the Administrator and other staff members to consult and to keep them informed of issues relating to facility needs, security issues, and people concerns.

1. Facility Maintenance and Operations

- Develop and implement preventative maintenance schedules for all buildings, grounds, and equipment.
- Oversee and perform repairs and maintenance, including HVAC, plumbing, electrical, carpentry, painting, and general building maintenance.
- Responds to requests for maintenance and repairs from faculty and staff, following KCCS' established procedures.
- Manage contracts with external vendors for specialized services (e.g., air conditioning, landscaping, pest control, elevator maintenance, fire alarm maintenance).
- Initiates and maintains records for routine maintenance scheduling, contractual maintenance on air conditioners, elevators, pesticide treatments, fire extinguishers.
- Maintain playground equipment and play areas.
- Ensure compliance with all applicable building codes, safety regulations, and ADA requirements.
- Manage maintenance periods during school breaks (summer, fall, winter, spring, and end of school year)

- Manage and maintain inventory of supplies, tools, and equipment.
- Respond to emergency maintenance requests promptly and efficiently.
- Support the setup and teardown of facilities for various events and activities.
- Implement and manage energy conservation initiatives.
- Manage the operation of building systems, including security, fire safety, and HVAC.

2. Grounds Maintenance

- Oversee landscaping, including mowing, trimming, pruning, and irrigation.
- Maintain parking lots, walkways, and outdoor areas, ensuring safety and accessibility.
- Manage preparations for inclement weather (i.e. rain and wind storms, hurricane).
- Ensure proper maintenance of outdoor lighting and signage.

3. Supervisory Responsibilities

- Provide leadership, guidance, and supervision to the maintenance assistant and four custodians.
- Develop and implement work schedules and assignments.
- Conduct regular performance evaluations and provide feedback.
- Train and mentor staff on maintenance procedures, safety protocols, and customer service skills.
- Foster a positive and collaborative work environment.
- Resolve staff conflicts and address performance issues.
- Manage and approve supervised staff's time and attendance.
- Proficient in the use of Windows-based computer programs & applications (e.g. Word, Excel, Outlook, etc.) and web-based programs.

4. Safety and Security

- Develop and implement safety procedures and protocols.
- Manage, maintain, and respond to the surveillance and burglar alarm systems.
- Conduct regular safety inspections and identify potential hazards.
- Ensure proper operation of fire safety and security systems.
- Be a part of the Crisis Management Team
- Train staff on emergency procedures and evacuation plans.
- Maintain accurate records of safety inspections and incidents.
- Oversee security of the facility, including alarm systems and surveillance camera system.

5. Budget Management

- Develop and manage the facility maintenance budget.
- Monitor expenses and ensure cost-effective operations. Submit semi-monthly purchase card report.
- Obtain competitive bids for contracted services and supplies as required by KCCS policy.

6. Church/School Support

- Coordinate with church and school leadership to ensure facility needs are met.
- Support seasonal events and activities by providing facility setup and maintenance assistance for Christmas and Easter.
- Assist school in yearly classroom set up and end of year check out.
- Maintain a positive, friendly, and professional demeanor when interacting with staff, volunteers, and the public.

- Uphold the Christian values and mission of the organization.

Spiritual Qualifications

As a part of the ministry team of KCC & KCS, the Facilities Manager must:

- Have received Jesus Christ as personal Lord and Savior and possess a vibrant, growing faith.
- Believe that the Bible is God's Word and the standard for faith and daily living.
- Be a member in good standing at a local, evangelical church. This includes a commitment to model the Christian life through active participation in the life of the church, as evidenced by weekly attendance at a worship service and regular participation in a small group or ministry.
- Live as a Christian role model in attitude, speech, and actions, including commitment to Biblical standards for sexual conduct and a healthy lifestyle.
- Follow the principles in Matthew 18:15-18 when dealing with conflicts or problems.
- Exercise discernment with sensitive and confidential information related to the church and school.
- Be in full agreement with Kaimuki Christian Church's Statement of Faith and wholeheartedly support KCC's mission, vision, and values.
- Demonstrate by example the importance of Scripture study, prayer, witness, and unity in the Body of Christ.
- Maintain a commitment to personal spiritual growth and a healthy lifestyle.
- Adhere to and uphold KCC's *Leadership Values*.

PERFORMANCE EXPECTATIONS:

- Possesses excellent verbal and written interpersonal and customer service skills, including the ability to interact effectively with multiple constituencies, including KCS faculty, staff, students, and their families, as well as KCC members, guests, staff, vendors, visitors, neighbors, and those in the community.
- Proactive in providing services and creative solutions that best meet the needs of the KCS and KCC ohana, as well as neighbors and those in the community.
- Projects a confident, positive, helpful, and professional demeanor in working with others. Uses tact and diplomacy at all times.
- Solicits feedback and makes recommendations to improve support and service.
- Functions as both a leader and a team member, working cooperatively and collaboratively with others, sharing his/her own expertise for the good of KCC & KCS. Understands and supports KCC's mission, goals, and values.
- Works independently and with very little guidance.
- Is able to multitask, is organized, and utilizes time management skills to meet deadlines under various challenging situations.
- Must have and display excellent problem-solving skills.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE:

High school diploma or equivalent, and a minimum of 5 years related experience is preferred, and/or training or equivalent combination of education and experience. Must possess a valid U.S. driver's license and be able to operate a variety of vehicles, as needed. Must be willing to use his/her personal vehicle occasionally in the course of performing work-related duties.

LANGUAGE SKILLS:

Able to read, analyze, and interpret common documents, signs, and information. Must be able to effectively present information to individuals or small groups, and respond/communicate professionally and effectively, both verbally and in writing to inquiries and complaints with multiple constituents, including KCC & KCS staff, members, guests, vendors, visitors, neighbors, and those in the community.

REASONING ABILITY:

Able to solve practical and specific problems, and deal with a variety of situations where only limited options exist. Able to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee in order to successfully perform the essential functions of this job.

- Must be able to lift/move up to 50 lbs., climb ladders, and crawl easily.
- Must be able to work effectively at a height of up to twenty (20) feet above the ground.
- Perform occasional heavy physical labor.