



Job Description || Facilities Manager

Quest is a 16-year-old urban, multiethnic and multi-generational church in Seattle, striving to be an incarnational presence in a fast changing post-Christian culture. Our purpose is to embody the whole Gospel through our five ministry pillars: the human soul, community, reconciliation, compassion & justice, and global presence. More information can be found at <http://seattlequest.org>

The facilities manager position entails responsibilities that require skills and experience in building & grounds maintenance (i.e., “handyman” skills and grounds care). The facilities manager must be proactive and circumspect, taking the initiative in carrying out his/her responsibilities. The scope of responsibilities includes both Quest Church and The Bridge Care Center.

RESPONSIBILITIES

Weekly Tasks

- Oversee cleaning staff and/or volunteer cleaning team
- Helps oversee safety/security of building during week and on Sundays
- Collect all garbage and recycling and take out to dumpsters
- Check exterior for litter, debris, and graffiti (clean accordingly)
- Maintenance on vacuum cleaners (emptying bags, cleaning brushes etc.)

Building Management

- Inspect facilities and grounds and report needed repairs and upgrades
- Replace burnt-out interior and exterior lightbulbs
- Contact the city for any illegal camp-outs / illegal dumping on property
- Help set up/take down tables and chairs for special events as requested
- Check furnace filters semi-annually and replace as needed
- Coordinate and schedule semi-annual maintenance on HVAC systems
- Do repairs on the buildings, furnishings, and equipment as able and requested
- Secure bids for bigger projects
- Maintain exterior landscape
- Restripe parking lots as needed
- Routinely clean exterior and interior windows
- Routinely clean debris from roof and gutters
- Keep storage rooms / utility closets organized and accessible
- Shampoo / clean chairs and stains from spilled drinks in sanctuary and lobbies
- Schedule and coordinate professional carpet cleaning (semi-annually)
- Coordinate setup and teardown of baptismal tank for Baptism Sundays
- Coordinate set up for Family Worship Sundays with Quest Kids
- Help facilitate pest control, as needed
- Maintain inventory for cleaning supplies, toiletries, electrical (lightbulbs), and general maintenance and landscape supplies



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- Maintain routine maintenance on scissor lift, maintain water level in batteries
- Maintain property certifications and update routine building inspections as required by the city (alarms, fire, etc.)
- Research, maintain, and communicate with administrative leadership regarding any changes to building codes, restrictions, zoning as noted by the city.

ADDITIONAL INFORMATION

3+ years in facilities or property management experience preferred but not required. Must be willing to work weekends as needed.

Accountability and Communication: Must possess a vibrant and growing faith in Jesus Christ and committed to becoming a member of Quest upon hire. The facilities manager reports to the Executive Pastor and communicates regularly with staff as needed.

Hours, Compensation and Benefits:

- Full-Time: 32 hrs/week
- Compensation: \$35,940/yr + Individual Health Benefits

Application Information: Position open until filled. Please email cover letter, resume and at least three references to info@seattlequest.org

Contact Information

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Quest Church
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