



JOB DESCRIPTION || FACILITIES MANAGER

WHO WE ARE

Quest Church is an urban, multiethnic, and multigenerational church in Seattle, striving to be an incarnational presence in a fast-changing, post-Christian culture.

Everyone belongs here regardless of what you look like, where you're from, what you have, how you identify, or whom you love. We boldly celebrate God's creativity, embodied in the rich diversity of human life. As staff members of Quest Church, we strive towards the ministry of justice, liberation, and reconciliation for all people—in our church, throughout our neighborhoods, and around the world. Individually and collectively, we seek to embody the whole Gospel through our five ministry values: the human soul, community, reconciliation, compassion & justice, and global presence. More information can be found at <http://seattlequest.org>

QUEST'S VISION AND MISSION

Vision: To be disciples of Jesus who leave a multiplying impact for the flourishing of our community, our city, and our world.

Mission: Love people wholeheartedly. Love God boldly. Make disciples faithfully.

POSITION DESCRIPTION

Your duties generally will be in the areas of property and facilities maintenance and are responsible for all aspects of general and preventive property and maintenance upkeep, both inside and outside the Quest Church property. Duties include, but are not limited to, performing handy-person work and janitorial and grounds care; you will manage respective projects related to property care, inclusive of current and new contracts, ensuring that our properties are safe, clean, non-hazardous, and fully functioning as necessary for the operational needs of our staff, ministry leaders, and wider-community. You may be assigned other duties as needed.

CORE RESPONSIBILITIES

General Maintenance Project-Specific Responsibilities

- Oversee contracts and providers for services including parking, cleaning, and building maintenance; assist in securing bids for bigger projects;
- Advises Executive Pastor on ways the church can increase energy efficiency and cost-effectiveness;
- Assists Executive Pastor in the phasing and scheduling of building projects, renovations or refurbishments; is responsible for overseeing projects, renovations, and refurbishments following phasing and scheduling.
- Maintains the cleanliness of exterior and interior perimeter of building to ensure there is no litter, debris, broken glass, and/or graffiti; replace burnt-out interior and exterior light bulbs; contact city for any illegal camp outs/ illegal dumping on property; light cleaning required;
- Schedules and coordinates professional services to:
 - Conduct semi-annual maintenance on HVAC systems and check,
 - Conduct annual scheduling for carpet cleaning,

- Conduct Pest monitoring and control, as needed,
 - Reduce and redirect any illegal campouts / illegal dumping on the property;
- Oversees basic facilities (such as water and heating) ensuring they are well-maintained

Regular Facilities & Cleaning Responsibilities

- Maintains cleanliness, presentation, and preservation of building; does touch-up cleaning in prep for services and mid-week programming; cleans carpeted floors and chairs throughout the building, spot cleaning and replacing carpet tiles as necessary; shampoos / clean chairs and stains from spilled drinks in sanctuary and lobbies;
- Manages and maintains inventory of cleaning supplies, toiletries, electrical and general maintenance and landscape supplies;
- participates in and supports Executive Pastor in managing Operations budgets related to Facilities and Property and ensuring cost effectiveness.
- Manages and conducts minor repairs on and around the buildings, on furnishings and equipment as able and requested: maintains routine maintenance on the scissor lift, maintains the water level in batteries; research and schedules licensed and professional assistance on major repairs (electrical, drywall, plumbing, etc.); check and change batteries in clocks;
- Support groundskeeping crew in maintaining exterior landscape (mainly watering plants);
- Special Event set up and Clean-up, routine gathering space set-up and clean-up
- Routinely cleans exterior and interior windows;
- Routinely cleans debris from roof and gutters; and,
- Keeps storage rooms and utility closets organized, clean, and accessible.
- As needed, recruit and develop a facilities team of volunteers to support maintenance and projects with expectations of equipping and appreciating.

Security

The Facilities Manager will partner with the volunteer ministry Security team. This includes supply upkeep, emergency equipment/supplies preparedness, and upkeep of communication systems. Sunday morning responsibilities may include opening and securing the building and equipping the security team with needed supplies.

Short/Long Range Building Forecasting

The Quest property has many short-term and long-term building improvement needs; many of which are interconnected to each other (i.e. HVAC and Roof Repair, or Electrical maintenance). The Facilities and Properties manager is tasked with helping the Executive team oversee the planning and forecasting of needed building improvements and reporting findings to leadership.

ADDITIONAL REQUIREMENTS

- 2+ years general knowledge of maintenance methods, operating requirements, and safety precautions related to facilities management or equivalent training.
- Must possess a vibrant and growing faith in Jesus Christ and committed to becoming a member of Quest upon hire.
- Must be a well-organized, detail-oriented self-starter.
- Knowledge of OSHA and other environmental regulations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- While performing the duties of this job, the employee is regularly required to stand for long periods of time and may have to reach with hands and arms, stoop, kneel, crouch, and crawl.

- Able to lift/move/operate objects up to 90 pounds (including ladders) and push/pull carts with force.
- This position requires work in both indoor and outdoor settings and may be subjected to adverse weather conditions and hazardous materials (proper safety gear use required)

HOURS, COMPENSATION, AND BENEFITS

Full-Time: 40hrs/wk - Non-exempt; Flexible schedule

Compensation: \$28/hr + Full Medical, Dental, and Vision Benefits

ACCOUNTABILITY & COMMUNICATION

The Facilities Manager reports directly to the Executive Pastor