

### **Part time facility manager job description:**

A facility manager plays a crucial role in maintaining and managing church facilities, ensuring they are safe, functional, and welcoming for the congregation and community. The responsibilities of the facility manager include but are not limited to the following:

- **Building Upkeep:**
  - Find the right balance between internal technician and external contractor resources to get the maintenance/improvement jobs done.
  - Oversee internal staff technicians' daily work priorities, hands-on ability is preferred but not required.
  - Record keeping: maintain records, such as maintenance requests, blueprints, Electrical layouts, notes on the history of heating and cooling systems.
- **Contractor Coordination:**
  - Select, hire and supervise outside contractors and vendors for specialized repairs or renovations.
  - Obtain multiple bids and negotiate contracts for maintenance and service providers.
  - Work with the stewardship team to secure appropriate budget approval from the church council for the various projects
- **Security**
  - Implement and monitor security systems, including cameras, alarms, lighting and locks.
- **Church Building Expansion Project:**
  - CBCGB is currently in the process of building an expansion of the existing campus. The facility manager will collaborate with the Church Building Expansion team to plan and oversee building improvement projects, including new construction or major renovations.

### **Qualifications:**

- Experience in property management, maintenance, or a related field.
- Strong organizational, communication, and problem-solving skills.
- Ability to manage a small team of staff technicians
- Ability to work independently and as part of a team.
- Familiarity with budgeting and financial management for facilities.
- Good work ethics and personal integrity

- Fluent in English and Chinese is preferred.

**Physical Requirements:**

- Ability to lift and carry equipment or supplies as needed.
- Ability to walk, stand, and climb stairs as part of regular inspections and maintenance tasks.

**Time commitment:** 80 hours/month including occasional evening, weekend hours. Any overtime hours above 80 hours in any given month will be subject to prior approval from the Office Director or the Stewardship Deacon prior to any actual overtime work taking place.

**Benefit: \$30/hour,** Flexible working hours with the option to work from home. This position reports directly to the Office Director, with a dotted line to the Stewardship Deacon.