

FACILITIES & GROUNDS MANAGER

Overview:

The Facilities & Grounds Manager is responsible for the operation of Eastbrook Church campus facilities and equipment. Responsibilities include the management and the supervision of maintenance, janitorial services, safety and security, disaster preparedness, emergency response, energy management, participate in capital improvement projects, budgeting, and planning.

Employment Information:

This position is full time and classified as salaried and exempt; 40-50 hours/week.

Reports to:

Senior Director of Ministry Services

Responsibilities:

- Demonstrate Christian character and witness serving the congregation, staff, and community in fulfilling all job duties.
- Plan and coordinate the workflow of facilities staff and volunteers including assigning responsibilities, monitoring workflow, and resolving issues.
- Schedule and assign responsibilities for regular and preventive maintenance of building, equipment, safety and monitoring systems.
- Manage the purchase and inventory of maintenance, grounds, and cleaning supplies.
- Supervise maintenance, grounds, cleaning operations, and all contracted services.
- Participate in facility planning processes including scheduling, space usage planning, utility services, and project management.
- Manage the process of obtaining bids, proposals, contracts for facility related projects and professional services.
- Manage maintenance projects, inspect work to ensure contract and specifications compliance, and approve contractor and vendor payments.
- Work with corresponding Sr. Directors in the development of safety programs, including policy and procedures. Oversees development of fire evacuation, disaster preparedness, and emergency response plans.
- Manage regulatory compliance including safety regulations and oversight of inspections of building systems, including fire alarms, elevators, and boilers.
- Resolve issues involving janitorial services, maintenance, and grounds safety.
- Be available outside of normal works hours as required (e.g., security disturbance, meeting contractors early in the morning)
- Serve as an emergency response overseer and first responder for alarm notification calls and emergencies situations.
- Insure preparation, with staff, of facilities for ministry events, such as worship services, funerals or weddings.
- Coordinate with Eastbrook Academy staff in facility usage in preparation for and during the school year

Qualities and Qualifications:

- Demonstrate a vibrant and growing relationship with Jesus Christ
- Active participant or member of Eastbrook Church who supports and endorses the statement of faith, vision and core values
- Desire to build positive and healthy relationships with other staff
- Associate or Bachelor's degree desirable
- Experience in facilities management, building maintenance, or related area is preferred
- Basic knowledge of HVAC, electrical, and plumbing systems desirable
- Valid Wisconsin driver's license and must have an acceptable driving record

Mission of Eastbrook Church:

Every employee at Eastbrook Church is expected to support our Mission: *to proclaim and embody the love of Jesus Christ in the city and in the world.*

Vision of Eastbrook Church:

Our Vision to accomplish this is through five objectives:

1. Becoming 7

We are aiming to become a more vibrant, diverse, multi-ethnic church with an impact on the city of Milwaukee and the world. *"After this I looked, and there before me was a great multitude that no one could count, from every nation, tribe, people and language, standing before the throne and before the Lamb. They were wearing white robes and were holding palm branches in their hands. And they cried out in a loud voice: 'Salvation belongs to our God, who sits on the throne, and to the Lamb.'" (Revelation 7:9-10)*

2. Growing Disciples

We are aiming to make new disciples and grow current disciples deeper.

"Then Jesus came to them and said, 'All authority in heaven and on earth has been given to me. Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.'" (Matthew 28:18-20)

3. Reaching Out

We are aiming to reach beyond ourselves through missional engagement.

"But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth." (Acts 1:8)

4. Multiplying Leaders

We are aiming to make leadership growth a priority.

"And the things you have heard me say in the presence of many witnesses entrust to reliable people who will also be qualified to teach others." (2 Timothy 2:2)

5. Church Engagement

We are aiming to increase levels of engagement at Eastbrook Church, as reflected in attendance, service and giving.

"So Christ himself gave the apostles, the prophets, the evangelists, the pastors and teachers, to equip his people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ." (Ephesians 4:11-13)

Please Note:

Eastbrook Church provides equal employment opportunity without regard to race, color, national origin or ancestry, citizenship, mental or physical disability, medical condition, veteran or military status, marital status, age, sex, or any other basis protected by federal, state or local law, ordinance or regulation.

Employment will require successful completion of a background check.

Qualified candidates should email or submit a letter of application, resume, and professional references to HR Manager, Lupe Dueñas, lduenas@eastbrook.org.