



BRECKSVILLE

UNITED METHODIST CHURCH

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Job Title: Facility Manager	Compensation: \$25/hr	Education: High School diploma; BA preferred
Supervisor: Senior Pastor		
Work Period: part-time, 30 hrs/wk		
Date Updated: September 2026		Reviewed By: Leadership Board

Position Overview

The Facilities Manager is responsible for the overall care, maintenance, safety, functionality, and stewardship of Brecksville United Methodist Church properties. The Facilities Manager serves as the primary coordinator for the physical care of the church, including supervising the Custodian, developing and leading a team of volunteers, including the Church Property Care Team, coordinating contractors and service providers, managing vendors/suppliers, monitoring building systems, and overseeing facility-related projects.

Primary Responsibilities

1. Facilities & Project Management

- Regularly assess the condition of the church building and grounds and identify maintenance, repair, safety, and improvement needs.
- Develop and maintain priorities, timelines, and plans for facility projects and ongoing maintenance.
- Develop and maintain relationships with reliable contractors, vendors, and service providers.
- Coordinate with contractors, service providers, and vendors, including obtaining estimates and proposals, scheduling, site access, deliveries, communication, and follow-up.
- Oversee facility projects from identification through completion, ensuring work is completed appropriately and within approved budgets.
- Communicate significant facility needs, projects, and recommendations to the Senior Pastor, Finance Manager, and Church Property Care Team.
- Assist with planning and budgeting for major capital repairs, renovations, and improvements.

2. Routine Building Maintenance & Stewardship

- Monitor the condition and operation of major building systems and equipment, and coordinate routine and preventative maintenance.
- Perform or coordinate routine and minor repairs as appropriate.
- Respond to urgent facility issues and coordinate appropriate repairs or professional assistance.
- Maintain organized records related to maintenance, inspections, projects, warranties, and service agreements.
- Identify opportunities for preventative maintenance that protect the church's property and reduce long-term costs.

3. Staff & Volunteer Leadership

- Supervise and provide direction to the Custodian, including establishing expectations and priorities, coordinating schedules, and monitoring completion of responsibilities.

- Recruit, organize, equip, and encourage a team of volunteers to participate meaningfully in the care and stewardship of the church property.
- Foster a culture in which caring for BUMC's physical spaces is a shared ministry and responsibility.

4. Grounds, Safety & Compliance

- Monitor the condition and appearance of the church grounds, parking areas, sidewalks, landscaping, exterior doors, lighting, and other outdoor areas.
- Coordinate landscaping, snow removal, tree work, pest control, and other grounds-related services as needed.
- Coordinate required inspections, testing, servicing, and certifications for building systems.
- Help ensure the building and grounds meet applicable safety, fire, accessibility, and other regulatory requirements.
- Identify and address safety concerns and accompany inspectors, contractors, and officials as needed.

5. Administration & Communication

- Coordinate with the Office Manager regarding facility needs for church events and outside organizations.
- Maintain organized records of vendors, contracts, warranties, inspections, maintenance schedules, and projects.
- Order and maintain commonly used maintenance, custodial, and facility supplies.
- Respond to facility-related requests and communicate appropriately with staff, volunteers, members, and outside organizations.
- Participate in weekly staff meetings and other meetings as appropriate.
- Assist with developing the annual facilities and maintenance budget.

Required Skills & Heart-Set

- **Project Manager's Mindset:** Ability to identify facility needs, establish priorities, develop a plan, coordinate the right people and resources, and see projects through to completion.
- **Steward's Eye:** Notices problems before they become emergencies and approaches the care of the building with a mindset of preventative maintenance and long-term stewardship.
- **Volunteer Builder:** Enjoys recruiting, equipping, organizing, and empowering people to contribute their gifts to the care of the church.
- **Problem-Solver:** Uses sound judgment to assess situations, determine next steps, and recognize when specialized professional help is needed.
- **Organized & Dependable:** Demonstrates strong organization, attention to detail, follow-through, and the ability to manage competing priorities.
- **Collaborative Spirit:** Works effectively and respectfully with staff, volunteers, contractors, vendors, and members of the congregation.
- **Servant's Heart:** Understands that caring for the church's physical spaces is a ministry of hospitality and stewardship, helping create safe, welcoming, and functional spaces where people can worship, gather, grow, and serve.
- **Self-Directed:** Takes initiative and recognizes what needs to be done without constant supervision.
- **Flexible & Responsive:** Able to adapt to changing schedules, unexpected building issues, seasonal responsibilities, and occasional needs outside normal working hours.

Basic Requirements & Qualifications

- High school diploma or equivalent required.
- Bachelor's Degree preferred
- Experience in and working knowledge of facilities management, property management, maintenance, construction, project management, including basic electrical, plumbing, carpentry, and repair.

- Experience/demonstrated ability to successfully manage projects, coordinate contractors, vendors, staff, and/or volunteers.
- Commitment to the mission, vision, and values of Brecksville United Methodist Church.
- Ability to work collaboratively and effectively as part of an open, welcoming, Christ-centered team.
- Ability to evaluate contractor estimates and communicate recommendations to church leadership.
- Ability to maintain organized records and systems.
- Ability to remain calm, organized, and solution-focused when unexpected problems arise.
- Strong communication and interpersonal skills, with the ability to work effectively with people of varied backgrounds, skills, and levels of technical knowledge.
- Demonstrated ability to manage projects, coordinate people and resources, and follow through on outstanding work.
- Must successfully complete a background check prior to employment.

Physical Requirements & Working Conditions

- Ability to move throughout the church building and grounds, including stairs and uneven surfaces.
- Ability to safely lift, carry, and position materials and equipment weighing up to 50 pounds.
- Ability to perform basic maintenance and repair tasks using hand and power tools.
- Ability to safely use ladders and access areas requiring reaching, climbing, or working at elevated heights.
- Comfortable working in a variety of indoor and outdoor conditions, including seasonal weather, dust, noise, and other typical facility maintenance environments.
- Ability to respond to occasional building emergencies, weather-related needs, special events, and other facility needs outside normal working hours.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of BUMC.