



**Job Title:**

Manager of Facilities & Grounds, Dillsburg Campus

**Job Summary:**

As Manager of Facilities & Grounds he/she will need an intimate knowledge of the facility and grounds at the Dillsburg campus, have the ability to mobilize teams and work with contractors to ensure the property and building are cared for excellently.

**Key Responsibilities**

- Provide maintenance and repairs to campus necessary to sustain all church and Mountainside Preschool activities
- Perform preventative maintenance on basic repairs to church building
- Provide preventative maintenance and basic repairs to church grounds
- Perform custodial services as needed to supplement services provided by outside custodial contractor(s)
- Coordinate procurement and oversight of outside contractor services when maintenance or repair needs extend beyond the capabilities of the maintenance coordinator or involve undue risk. Communicate needs and cost estimates for such outside procurement with Director of Operations
- Requesting, tracking and managing the facility/grounds budget for the Dillsburg campus
- Monitor activities of outside contractors and maintain coordination of expectation and needs
- Keep and update campus maps showing locations of utilities (water shut off valves, electrical switches, outlets and panels, irrigation, water and drainage lines)
- Order, maintain, and be accountable for supplies and tools needed to support maintenance activities. This includes providing supplies for the custodial services contractor.
- Provide set-ups (tables, chairs) for groups using church facilities when requested
- Perform periodic coordination with Director of Operations, church staff or Church Board to assess condition of facilities, review budgetary status and discuss opportunities
- Recruit and develop a facilities and grounds team to coordinate work projects with

**Qualifications**

Experience/Skills/Physical Requirements

- High school diploma or GED
- Valid PA driver's license
- Must be able to lift and stack objects up to 40 pounds occasionally, and frequently exert 10 to 20 pounds of force to lift, carry, push and pull or otherwise move objects
- Frequent bending, carrying, lifting, crawling, climbing, driving and going up and down stairs
- Good to strong knowledge and capabilities across the range of trade areas associated with maintenance duties

**General Attributes**

- Faithfulness and integrity
- Motivated and disciplined with strong administrative follow through
- Able to lead by example and cultivate a positive spirit
- Align with the mission, core values and doctrine of The Meeting House

Employee type/hours:  
Reports to:

Part-time: 10-12 hrs/week  
Dillsburg Campus Pastor