

<b>Job Title:</b>	Facility Manager	<b>Job Category:</b>	Operational
<b>Department/Group:</b>	N/A	<b>Supervisor</b>	Chris Shadbolt
<b>Location:</b>	Prince of Wales Campus	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	TBD	<b>Position Type:</b>	TBD
<b>HR Contact:</b>	Sue Reissner sreissner@metbiblechurch.ca	<b>Date Posted:</b>	November 3, 2021
<b>Will Train Applicant(s):</b>	N/A	<b>Posting Expires:</b>	
<b>External Posting URL:</b>			
<b>Internal Posting URL:</b>			
<b>Applications Accepted By:</b>			
EMAIL: employment@metbiblechurch.ca			
<b>Position Summary</b>			
Through effective stewardship of resources, the Facility Manager is responsible for the maintenance, efficiency, use and safety of the property, building, and equipment of The Met.			
<b>Reporting Relationship</b>			
Reports to the Executive Director of Operations. Meets regularly with him for prayer, training, review, encouragement and planning.			
<b>Experience and education</b>			
A Secondary School diploma is required, as is knowledge of building maintenance systems preferably with a trade certification or post-secondary education. We are looking for 3-5 years of experience in facilities maintenance or equivalent related functions, knowledge of the Ontario Occupational Health and Safety Act and other environmental regulations, knowledge of general maintenance methods, operating requirements, IT set-up and maintenance for a large office network; and safety precautions related to facilities management. The facility Manager is capable of performing small repairs, well organized, and detail and customer (internal and external) oriented.			
<b>Character</b>			
The incumbent should be a mature Christian and a MET member in good standing.			
<b>Consequences of error / judgment</b>			
The Facility Manager is a key part of the successful functioning of this large ministry serving The MET community. The consequences of errors or inappropriate judgment exercised would reduce the effectiveness of The MET leadership, and could harm the relationship between The MET congregants and the senior leadership at The MET.			
<b>Relational Style</b>			
Relates well to staff, the congregation, and visitors, is an active listener, sensitive to the matters being discussed, respects the information shared as per legal parameters, is a good team player that is aligned with The MET mission, and is adaptable and aligned.			

## Job Description

### ROLE AND RESPONSIBILITIES

- Assists and directs all the maintenance to ensure the property, facility and all equipment is maintained in a safe, clean and operational condition;
- Coordinates the maintenance and repairs for any work on the property and building done internally or externally by vendors or volunteers;
- Supervises and gives oversight to the custodial staff, liaises with the building security team, vendor relationships, contractors and volunteers;
- Implements room set-ups as communicated by ministry and operations staff, and other staff and ministry leads to oversee the opening and closing, set-up and tear down of the building;
- Maintains inventory of building supplies and materials;
- Oversees and plans yearly budget for the building, including maintenance, cleaning, snow removal, lawn and garden maintenance, garbage and recycling, utilities etc.;
- Manages relationships with the monitoring company for the building security alarm and fire systems, including being the first responder for facility issues on and off hours (e.g. fire, security, power outage, etc.);
- Schedules all necessary inspection for fire, HVAC, elevator etc.;
- Oversees and have a general understanding of heating and cooling electronic systems, plumbing (including fire suppression systems), elevator, electrical and landscaping;
- Ensures compliance with all regulations;
- Participates in supervising IT support to ensure quality of IT systems and infrastructure, cybersecurity being the utmost priority; and,
- Participates in overseeing organizational need for computer hardware and software, procuring new equipment as needed.

There are expected to be other related duties:

- Is an active participant in the operation team staff discussions;
- Participates in all-staff meetings, and prayer meetings;
- Develops personal goals to enhance ministry performance, working with the Executive Director of Operations; and,
- Completes reporting requirements in a thorough and timely manner.

### ADDITIONAL NOTES

The position is full time (37.5 hours weekly) and as a salaried position it is expected that the incumbent will often be called upon for additional requirements.

Reviewed By:	Chris Shadbolt, Al Borschewski	Date:	October 2017
Approved By:	Chris Shadbolt	Date:	
Last Updated By:	Chris Shadbolt	Date/Time:	November 8, 2021