

Trinity Presbyterian Church of Southlake
Part-Time Facility Manager

Job Summary:

This position performs a variety of skilled and semi-skilled tasks related to the general maintenance of church facilities, equipment, and grounds in a self-directed manner. The position ensures safety, follows OSHA procedures and collaborates with subcontractors for more complex tasks.

Responsibilities:

- Perform general maintenance for Trinity facilities and campus.
- Respond to maintenance requests by on-site church and preschool staff and be first point of contact for all building needs.
- Oversee Building usage schedule and coordinate Building Rentals
- Identify potential improvement projects and schedule regular maintenance to keep everything running smoothly
- Participate on Property Team and Safety Team to plan for projects and help prepare the annual budgets.
- Oversee outside vendors (and coordinate members) for regular and unscheduled maintenance and facility needs.
- Create a Building Facilities Manual, to include scheduled upkeep, preferred vendors, and any contracts or agreements
- Facilitate annual Fire inspection with the Southlake Fire Marshall. This includes scheduling inspection of fire suppression systems, fire monitoring system, and fire extinguishers.
- Facilitate annual gas line pressure review
- Monitor operation of irrigation systems, maintain irrigation schedules, and perform minor maintenance
- Prepare the facility for different seasons: Prepare irrigation for freezes, clean roof drains, schedule HVAC maintenance, etc.
- Prepare the building (or coordinate the preparation) for all events, meetings, funerals, rentals, ministries, etc.
- Perform other duties as assigned.

Qualifications:

- Prior maintenance experience is essential.
- Basic knowledge of HVAC, plumbing, electrical systems, etc.
- Familiarity with reading technical manuals and drawings.
- Ability to work with hand and electrical tools.
- Ability to lift/move 50lbs consistently and carefully
- Ability to work outside in variable weather conditions.
- Good communication and interpersonal abilities.