



Job Description: Facilities Manager for a historic church in the Bishop Arts District/Dallas Texas.

Cliff Temple Baptist Church, Dallas, Texas

Cliff Temple Baptist Church is a multi-generational congregation with Sunday worship gatherings and discipleship opportunities in English and Spanish along with multiple ways of gathering during the week through our neighborhood network and other fresh expressions of church. We're a leader in the community ministry space through engagement with the Arts and through Mission Oak Cliff, our ministry for the homeless and underserved. In addition, we host The Well, an expression of church for people struggling with mental illness.

Our connection with our community and throughout Dallas is strong as our key initiative is to build each person into an everyday missionary for Jesus Christ.

Our church has an opening for the facilities manager position who will be responsible for oversight of the buildings (combined area of 132,000 square feet) and grounds spanning two blocks, ensuring all are properly maintained, operational, clean, safe, and prepared for church activities, daycare, food pantry services, special events, etc.

Position Reports To: Associate Pastor

Hours: Full-time, salaried, exempt, 40 hours per week with benefits

Education and Experience:

- Minimum of 5 years of prior experience in facilities management
- Able to multi task, problem solve, with attention to detail and excellence
- High school or trade school graduate. Bachelor's degree is preferred, but not required
- Prior knowledge of using technology and computer for facilities recordkeeping, email communications, HVAC energy management, etc.
- Ability to understand and implement design documents (blueprints, plumbing, HVAC, etc.)

Personal Characteristics:

- Sense of calling from God to serve the church and Cliff Temple's mission (building everyday people into everyday missionaries for Jesus Christ)
- Embodiment of the character of Christ in all situations (you are a reflection and often first impression of our church)
- Lifestyle that reflects and models spiritual maturity in Christ, Christian ethics, personal morality, and the core values of Cliff Temple Baptist Church
- Commitment to continuing education and growth through reading and professional development opportunities

Responsibilities:

- Overseeing the maintenance staff, scheduling their time and delegating tasks to them as appropriate to maintain day-to-day operations and complete special projects
- Monitoring the safety, cleanliness and organization of interior and exterior areas (offices, sanctuary, chapel, fellowship hall, parking lots, outdoor recreation spaces, lawn, etc.)
- Performing routine maintenance on facilities, making repairs as needed, completing work requests, etc.
- Scheduling inspections and repairs with outside vendors
- Securing bids for repairs and services; negotiating and managing related contracts
- Monitoring and replenishing janitorial supplies at optimized prices
- Preparing facilities for changing weather conditions
- Responding immediately to facilities emergencies (security and fire alarms, etc.)
- Ensuring all work is conducted in accordance with health and safety codes and regulations
- Preparing budget for facilities needs and improvements
- Collaborating with church staff and properties committee, presenting problems and solutions; attending after-hour meetings as scheduled
- Completing other duties as assigned to support the needs of church staff, ministries, guests, tenants, etc.

Interested parties should send resume and cover letter to Kenny Cheshier, Associate Pastor: kenny@clifftemple.org