

POSITION OVERVIEW

Position:	Facility Manager
Status:	Casual, up to 20 hours per month
Report to:	Operations Manager
Direct oversight of:	External contractors and volunteers
Award:	tba
Last updated:	April 2022

POSITION DESCRIPTION

The Facility Manager is responsible for managing the appearance and maintenance needs of the facility at Peakhurst and assisting with the coordination of renovations. The Facility Manager will also be responsible for the overall security and safety of GRLC property.

KEY RELATIONSHIPS

Internal

Operations Manager, Staff, Key Volunteers

External

Leasing Agent, Tenants, external contractors and relevant service providers

SAFE CHURCH & OTHER POLICY REQUIREMENTS

The following forms and processes must be completed:

- a) Application and screening questionnaire
- b) Interview, reference checks, induction
- c) Leader Level Code of Conduct
- d) Confidentiality Agreement
- e) Police Check
- f) Baptist Insurance WHS training

QUALITIES/ EXPERIENCE

Essential Qualities/ Experience

- A high attention to detail.
- Demonstrated ability, reliability, and passion in organising and handling administrative and maintenance tasks in a prompt and effective manner.
- Broad skills in maintenance and repair of property.
- Ability to take initiative, prioritise tasks, allocate funds and coordinate tasks and people.
- Good interpersonal skills, communication skills and a team player.
- Ability to work with minimal supervision.
- Passionate about the presentation of our church property and facilities.
- Compliance with Church policies relating to WHS and Safe Church.

- Licence to drive an elevated work platform (or willingness to become licenced).

POSITION DESCRIPTION

- Create, budget and implement an ongoing building maintenance plan. The plan should detail the tasks, frequency of maintenance, priority, estimated/quoted cost, time required and any other relevant comments.
- Attend to all reactive and preventative maintenance across the Life Centre and tenant units to ensure the church offices, auditoriums, drains, grounds and gardens are maintained and presentable.
- Manage the storage areas and ensure they are neat and tidy.
- Organise and oversee working bees as required.
- Financial: Arrange quotes where necessary. Provide costings. Organise payments. Work within budgetary constraints.
- Maintain a list of willing volunteers who can perform small tasks and a list of those with specific trade skills.
- Manage asset register.
- Report and attend to WHS needs including identifying and minimising hazards, performing facility safety checks and ensuring the facility is a physically safe place.
- Report monthly to the Enable Stream Leader a list of completed and future maintenance.

GRLC MISSION, VISION AND VALUES

Our Mission: Disciples wholeheartedly loving, living and revealing Jesus

Our Vision: A disciple-making community growing along the Georges River and beyond revealing the love and life of Jesus for today impacting thousands of lives for eternity.

Our Values:

1. God's presence our priority
2. Led and empowered by the Spirit
3. Grounded in the truth
4. Relationally committed
5. Kingdom focused