

Qualifications for employment at The Grove include having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of The Grove Church and having a work history and a lifestyle that are consistent with biblical principles. Must be an active Partner of The Grove or willing to become one.

JOB TITLE: Facilities Manager

TIME REQUIREMENTS: Full Time

REPORTS TO: Operations Pastor

CLASSIFICATION: Ministerial

STAFF MISSION STATEMENT: Encourage and equip every Partner to live a life of full devotion to Christ.

POSITION SUMMARY: The Facilities Manager is responsible for the overall stewardship, operation, maintenance, safety, and appearance of all church-owned buildings, grounds, and equipment. This leadership role ensures that the physical campus supports the church's mission, ministry programs, and community outreach by providing safe, functional, and welcoming spaces. Additionally they will lead a team of custodial, maintenance, and landscaping vendors and volunteers while managing budgets, various projects, and regulatory compliance.

KEY ROLES & RESPONSIBILITIES:

1. Facilities Operations & Maintenance

- Oversee daily custodial services, preventative maintenance programs, and repairs for all buildings, HVAC, plumbing, electrical, and security systems.
- Develop and implement standard operating procedures (SOPs) for cleaning, setup/teardown, and equipment use.
- Coordinate with ministry leaders to schedule room setups for worship services, classes, events, weddings, funerals, and outside rentals.

2. Team Leadership & Development

- Supervise, train, and schedule facilities volunteers and vendors.
- Build a volunteer "Facilities Ministry" team for weekend support and special projects.

3. Budgeting & Financial Stewardship

- Prepare and manage the annual facilities budget (operations, maintenance, projects).
- Negotiate and oversee contracts with vendors (janitorial, HVAC, pest control, landscaping, etc.).
- Track expenses, approve invoices, and report variances to leadership.

4. Projects & Long-Range Planning

- Lead facility planning and space-utilization.
- Manage design, bidding, and construction of renovations, expansions, and new builds.
- Maintain a 5-year capital replacement plan for roofs, parking lots, playgrounds, etc.

5. Safety, Security & Compliance

- Ensure compliance with local building codes, fire safety, ADA, and other regulations.
- Safety & Security; Inspections, and risk assessments.