



AGAPE FAMILY WORSHIP CENTRE

JOB DESCRIPTION

Job Title: Facilities Manager

Department: Operations

Position Summary:

The Facilities Manager will oversee the maintenance and operations of the Agape Family Worship Centre's physical facilities. This role ensures that all buildings and grounds are safe, well-maintained, and conducive to a positive and productive environment. The Facilities Manager will manage all aspects of facility maintenance, including repairs, security, and coordination of building projects.

Required Experience and Knowledge:

- Experience in facilities management or a related field.
- Knowledge of building systems, maintenance procedures, and safety regulations.
- Ability to manage budgets and optimize costs.
- Strong leadership and team management skills.
- Excellent organizational and time management skills.
- Effective communication and interpersonal skills.
- Problem-solving skills and attention to detail.

Key Responsibilities:

- Oversee the maintenance and upkeep of all church buildings and grounds.
- Develop and implement maintenance schedules and procedures.
- Manage building security and safety protocols.
- Coordinate and supervise contractors and service providers.
- Ensure compliance with health and safety regulations.
- Manage the facilities budget, including forecasting and cost control.
- Plan and oversee renovation and repair projects.
- Conduct regular inspections to identify and address maintenance needs.
- Oversee the scheduling and setup of facilities for church events and activities.
- Maintain records of maintenance activities and equipment inventory.
- Respond to emergency maintenance requests promptly.
- Coordinate with other departments to ensure facility needs are met.
- Develop and implement energy-saving initiatives.

Desired Attributes:

- Strong leadership qualities
- High level of integrity and reliability
- Attention to detail
- Strong work ethic
- Commitment to maintaining a safe and welcoming environment