

<b>Title:</b>	<b>Facility Manager</b>
Reports To:	Facility Director
Status:	Full-time (40 hours/week), Non-exempt
Schedule:	Sunday-Thursday, with adjustments as needed based on facility happenings
Value to the Team:	As an integral member of our team, you enable ministries to flourish by collaborating with the Facility Director to keep Blackhawk facilities welcoming, clean, and safe.

## Responsibilities

### ➤ **Blackhawk Buildings & Spaces**

#### FACILITY OPERATIONS

Support and collaborate with the Facility Director to:

- Oversee building condition and maintenance of Blackhawk's owned sites.
- Maintain proper functioning of HVAC, fire suppression, elevator, kitchen equipment, electrical systems, janitorial equipment and other facility systems/assets.
- Monitor the scheduling of doors locks, HVAC, and lighting system(s) to meet ministry needs.
- Prioritize and assign work orders.
- Monitor, order, and support janitorial supplies, kitchen supplies, and coffee.
- Recruit and train Facility volunteers.
- Create the Facility Team weekly meeting agenda and post the weekly team schedule.
- Respond to and/or communicate regarding facility emergencies that occur after hours.

#### ROOM RESERVATIONS

- Setup and take-down rooms according to the schedule.
- Ensure spaces are clean, orderly, and prepared for reserved purpose.
- Fulfill special requests or additions while spaces are in use and events in progress.
- Communicate with the Facility Team to ensure efficient workflow and hand-off between shifts.
- After an event is complete, note and share changes made to the space(s) and/or equipment.
- As needed, meet with ministries regarding room reservation needs.

#### CUSTODIAL & BUILDING MAINTENANCE

- Conduct a daily building walk-through to ensure a standard of quality is maintained.
- Complete daily, weekly, and quarterly custodial duties.
- As assigned, complete work orders related to repairs and maintenance.

#### SECURITY

- Monitor facility and grounds for potential hazards or threats. Respond to emergencies as needed.
- Monitor doors and locks to maintain appropriate security based on building usage.

#### CUSTOMER SERVICE

- Be the first point of contact for immediate Facility needs.
- Maintain an awareness of planned events and be prepared to interface with guests.
- When on duty, monitor and attend to the after-hours facilities phone line.

### ➤ **Teamwork**

- Serve as an active member of the Facility Team. Provide leadership in various areas as assigned.
- Flexibility to work at both Brader Way and Fitchburg sites as needed.
- Other duties as assigned.

## **Qualifications & Skills**

Stable, growing disciple of Jesus Christ, committed to the values of Blackhawk Church  
Exhibits a spirit of joy and helpfulness, with excellent customer service skills  
Detail oriented, with proven ability to set priorities, handle multiple tasks, and anticipate needs  
Enjoys the behind-the-scenes work of helping events run smoothly  
Values helping our buildings stay clean and ready for events  
Exhibits a calm demeanor in uncertainty  
Team-builder, committed to fostering healthy team culture  
Comfortable with Microsoft Office  
Experience and/or a willingness to learn building software systems  
Values serving in a multigenerational, multicultural ministry setting

**Physical Expectations** | Facility Team roles at Blackhawk are physical in nature, including but not limited to:

- Repeatedly lifting and moving items weighing up to 50 lbs.
- Completing general repairs and maintenance that could involve actions such as lifting, stacking, climbing a ladder, standing on a ladder, and handling motorized equipment for an extended period.
- Being physically active (walking, lifting, cleaning, doing repair/maintenance, completing setups) and/or standing for most (and, potentially, all) of an 8-hour shift.

## **About Working at Blackhawk**

*At Blackhawk Church, we want to build a loving community that follows Christ in order to reach a community that is lost without Him. On Blackhawk staff, we consider it an honor and privilege to take part in this mission.*

*Our staffing philosophy is simple: connect people to roles they'll thrive in. Our hope is to – as much as is feasible – ensure people's skill, experience and passion align with their role so that they're not just *doing* the job but *thriving* in it. Our staff culture values collaboration, coaching/development, humble service and healthy relationships. Our team works really hard, and we have fun doing it. Lastly, we aim to provide a competitive benefit package, and we offer flexibility in schedule when possible and practical.*

*We are an Equal Opportunity employer committed to growing a diverse staff. We don't just accept ethnic and cultural difference – we celebrate it, we support it, and we believe it's what God envisions.*

To apply, visit [blackhawk.church/jobs](https://blackhawk.church/jobs).