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| Title: | Facility Manager |
| Reports To: | Facility Director |
| Status: | Full-time (40 hours/week), Non-exempt |
| Schedule: | Sunday-Thursdays. Occasional evenings, Fridays, and Saturdays. |
| Value to the Team: | As an integral member of our team, you enable ministries to flourish by keeping Blackhawk facilities welcoming, clean, and safe. |

Responsibilities

➤ Blackhawk Buildings & Spaces

SITE & TEAM OPERATIONS

- Support and collaborate with the Facility Director to:
 - Oversee the condition and maintenance of Blackhawk's owned sites.
 - Maintain proper functioning of HVAC, fire suppression, elevator, kitchen equipment, electrical systems, door locking schedules, and other facility systems/assets.
 - Monitor and order janitorial and kitchen supplies.
 - Recruit, train, and schedule Facility volunteers.
- Serve as an active member of the Facility Team. Provide leadership in various areas, as assigned.

ROOM RESERVATIONS

- Set-up and take-down rooms according to the schedule.
- Ensure spaces are clean, orderly, and prepared for reserved purpose. As needed, fulfill special requests or additions.
- Communicate with Facility Team members to ensure efficient workflow and hand-off between shifts.

CUSTODIAL & BUILDING MAINTENANCE

- Conduct a daily building walk-through to ensure a standard of excellence is maintained.
- Complete regular custodial duties.
- Complete work orders related to repairs and maintenance.

SAFETY

- 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. Be prepared to interface with guests.
- When on duty, monitor and attend to the after-hours facilities phone line.
- Other duties as assigned.

Qualifications & Skills

Stable, growing disciple of Jesus Christ, committed to the values of Blackhawk Church
Detail oriented and able to set priorities, handle multiple tasks, and anticipate needs
Has excellent customer service skills, and exhibits calm demeanor in uncertainty
Has the practical skillset to oversee and complete basic maintenance and repairs
Comfortable with Microsoft Office, and 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 extended periods
- Being physically active (walking, lifting, cleaning, doing repair/maintenance, completing setups) and/or standing for most or 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.