

Title:	Facilities Assistant Manager
Reports To:	Facilities & Property Manager
Status:	Full-time, Exempt
Schedule:	Sunday through Thursday; flex as needed for evenings, Fridays, and Saturdays
Work Location:	All owned and leased Blackhawk sites, with most time spent at Blackhawk Brader Way and Blackhawk Fitchburg
Value to the Team:	You're passionate about making the details come together. As an integral member of our team, you lead the day-to-day operations and care that keep Blackhawk's facilities ready to serve ministry.

Responsibilities

➤ **Daily Operations & Maintenance**

- Perform hands-on facility operations and maintenance for all Blackhawk facilities, including cleaning, setup, teardown, and other tasks necessary to keep Blackhawk's facilities ready for ministry.
- Manage the day-to-day implementation of the event schedule, ensuring Blackhawk is consistently ready to support ministry throughout the week.
 - Maintain a strong, in-depth knowledge of the current and upcoming event schedule.
 - Ensure rooms and public spaces are clean, tidy, and accurately set up for scheduled events. As needed, coach Facilities staff or volunteers in the implementation of the daily event schedule.
 - Manage door and HVAC schedules to support current and upcoming events.
 - Collaborate with Scheduling, Calendaring, and/or Welcome on event details and setup needs.
 - Foster relationships with ministry leaders to understand and meet their needs.
- Lead the day-to-day operation and upkeep of buildings, structures, parking areas, grounds, etc.
 - Complete daily walk-throughs and identify maintenance, safety, and appearance needs.
 - Manage day-to-day work orders. Communicate scheduled maintenance and disruptions to staff.
 - Escalate significant or recurring issues to the Facilities & Property Manager.
- Serve as the primary day-to-day contact for staff, ministries, guests, and other facility users.
 - Respond to facility-related questions, service requests, and operational concerns.
 - Coordinate building access, deliveries, moves, and other facility needs.

➤ **Facility Management Support**

- Assist with maintaining Blackhawk's facilities and property in a state of operational readiness.
 - Maintain facility supplies, tools, equipment, keys/access items, and other operational inventory.
 - Maintain maintenance logs, inspection records, work orders, vendor documentation, etc.
 - Help establish maintenance priorities and recommend solutions to recurring operational issues.
- Support implementation of security processes, building safety practices, and risk mitigation.
- Serve as one of the Blackhawk emergency contacts for building alarms.
- Serve as one of the Blackhawk after-hours facility contacts.
- Provide coverage and operational leadership in the Facilities & Property Manager's absence.
- As assigned, support repairs, renovations, projects, and capital work (e.g., schedule vendors and contractors, coordinate and communicate day-to-day activities, verify completed work).
- As assigned, assist with tracking operating expenses, invoices, and orders.

➤ **Teamwork**

- Other duties as assigned.

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.

Qualifications & Skills

Stable, mature, growing disciple of Jesus Christ, committed to the values of Blackhawk Church
3+ years' experience in facilities, building operations, maintenance, property management, or a related field
Hands-on experience coordinating maintenance, repairs, work orders, vendors, and contractors
Strong understanding of building systems, preventative maintenance, and facility operations
Exhibits a calm and flexible demeanor in uncertainty; able to find solutions to problems that arise
Ability to coordinate multiple vendors, projects, schedules, and facility needs simultaneously
Strong work ethic, initiative, and follow-through
Exercises mature and independent judgment with confidentiality and tact
Computer skills with proficiency in the Microsoft suite

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.