

Title:	Facilities & Property Manager
Reports To:	Director of Operations
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 buildings and properties. As an integral member of our team, you lead the people, resources, and processes that keep Blackhawk's facilities ready for ministry, well-maintained, and safe.

Responsibilities

➤ **Operations & Maintenance**

- Hold full and primary responsibility for all Blackhawk facilities and properties.
 - Maintain a hands-on presence, including being boots-on-the-ground for maintenance, cleaning, setup, teardown, and other tasks necessary to keep Blackhawk's facilities ready for ministry.
- Oversee the condition and maintenance of buildings, structures, parking areas, grounds, etc.
 - Maintain clean, safe, functional, and professional conditions.
 - Establish programs and schedules for preventive maintenance and cleaning/custodial.
 - Coordinate timely repairs and improvements identified proactively through regular walk-throughs and responsively through work requests.
- Oversee building systems and equipment, ensuring proper functioning, maintenance, documentation, training, use, and long-term replacement planning.
- Coordinate building projects, maintenance, repairs, and renovations.
 - Select, manage, and oversee contractors, service providers, and vendors.
 - Obtain bids and execute contracts.
- Develop and manage the Facilities budget through wise stewardship.
 - Monitor expenses, invoices, and orders. Ensure accurate records and financial documentation.
 - Plan and prioritize capital improvements and replacement needs.
- Oversee security systems and processes, building safety practices, risk mitigation, and compliance.
 - Serve as one of the Blackhawk emergency contacts for building alarms.

➤ **Team Leadership & Development**

- Lead and develop Facilities staff.
 - Train, schedule, and oversee Facility Team members. Foster a culture of service and excellence.
 - Establish staffing and vacation schedules that support Blackhawk's ministry and facility needs.
 - Serve as one of the Blackhawk after-hours Facility Team contacts.
- Recruit, lead, and develop volunteers to support ongoing facility needs and special projects.
- Oversee the Facility Team's implementation of the event schedule.
 - Be well-versed in the event schedule and coach the Facility Team in carrying it out effectively.
 - Collaborate with Scheduling, Calendaring, Welcome, and ministry leaders to understand needs, optimize requests, and provide perspective on challenging decisions.
 - Jump in and carry out the event schedule as needed based on team bandwidth.

➤ **Teamwork**

- Serve on cross-functional team(s) as appropriate
- 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

5+ years of progressive building, facilities, property, or maintenance management experience

Experience managing contractors, vendors, budgets, and capital improvement projects

Strong knowledge of building systems, preventative maintenance, and facility operations

Demonstrated ability in developing and managing others (staff, teams, leaders, volunteers)

Demonstrated ability in managing projects and meeting deadlines

Exhibits a calm and flexible demeanor in uncertainty; able to find solutions to problems that arise

Exercises mature and independent judgment with confidentiality and tact

Strong work ethic, initiative, and follow-through

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.