



9925 Bailey Rd, Woodbury, Minnesota 55129
www.LiveResurrection.org

Job Description

Resurrection is a congregation of the Evangelical Lutheran Church in America
calling all people to a vibrant life of faith in Christ.

Position Title	Facility Manager, 15 – 20 hours per week
Team	Resurrection Staff
Resurrection Values	<p>Faith: We value growing in our relationship with God.</p> <p>Integrity: We value relationships that are healthy and whole.</p> <p>Collaboration: We value a community that is moving together to connect to God’s movement in the world.</p> <p>Service: We value providing for the needs of others in Jesus’ name.</p> <p>Welcoming: We value all people and strive to love one another as Jesus loves us.</p>
Core Purpose	To coordinate and oversee general upkeep and maintenance of Resurrection land and buildings.
Responsibilities	<ul style="list-style-type: none"> • In partnership with Operations Administrator: <ul style="list-style-type: none"> ○ Develop and manage an annual budget ○ Plan and communicate long-term scheduled maintenance and capital improvement needs ○ Manage capital improvement projects and schedule ○ Maintain and manage preventive/predictive maintenance projects and schedule ○ Contract negotiation and management (trash, snow, lawn, special projects) ○ Leader of Property Image Team (PIT Crew) related communications with PIT Crew members, office staff and congregation. ○ Maintain and manage list of repair projects (collected thru inspection, PIT member reports, or the office staff/congregation/other ministry reports) ○ Project planner for PIT Crew (schedule/tools list/equipment list/supplies list/scope of work development/safety plan) ○ Recruiter / trainer / manager of volunteers (for work days and other unique projects) and for PIT Crew members • Timely response to emergencies and calls for help (ie: fire system alarms, HVAC system failures, security issues, plumping, pest control, etc) • Timely response to needs that arise, such as funerals and weddings • General weekly upkeep of the building, including after event pick up, i.e. remove trash, wipe tables and bathroom fixtures, vacuum, etc. • Resupply and refill facility supplies as needed, i.e. hand towels, toilet paper, hand sanitizer

	<ul style="list-style-type: none"> • Maintenance of the building including trash/recycling removal/breakdown, painting, light bulb replacement, clock changing, battery replacement, parking lot and parking lot lights, etc • Room set up/take down for events and meetings, including worship space and seating • Sanctuary banner changing, setup of outside banners and signage • Outdoor property maintenance and upkeep, ie: general shrub maintenance, weed maintenance where needed, parking lot islands, rodents/pests, etc • Contract lawn care and oversee upkeep such as ferterlizing, weed prevention and watering • Order/keep stock of cleaning and facility supplies
Competencies Required	<ul style="list-style-type: none"> • Growing spiritual relationship in support of this role serving God and others • Self-starter who can set goals, make plans, and achieve results • Ability to encourage others and support new volunteers • Work variable hours as need • Ability to relationally connect with the Resurrection community
Qualifications Required	<ul style="list-style-type: none"> • Ability to recruit volunteers and provide training for them • Ability to lift 50lbs • Skilled at small repair projects • Ability to safely operate and climb ladders
Supervisory Responsibility	<ul style="list-style-type: none"> • Volunteer teams • Position reports to Operations Administrator

Anticipated Start Date: June, 2021

Salary: The salary package will be within the St. Paul Area Synod guidelines, based upon experience and education.

To Apply: Please submit to Resurrection Lutheran Church, 9925 Bailey Road, Woodbury, MN 55129 or sguck@liveresurrection.org

- Cover letter
- Resume
- Three letters of professional reference