



FACILITIES MANAGER

*We are currently conducting a recruitment search to fill the position of Facilities Manager for the **Saint Paul Church of Sacramento**. Located in the heart of the historic Sacramento neighborhood of Oak Park, Saint Paul Church has served as a leader and partner in the community for more than 75 years. The 79,000-square-foot worship center is known as a place for spiritual practice and serves as a community meeting place that accommodates numerous trainings, conferences, workshops, and much more.*



WHAT WE BELIEVE

At St. Paul Baptist Church, we believe that the Bible is from God and that the Bible is true. According to the Bible, the following are affirmations we hold:

About God

We believe that there is only one true and living God without division of nature, essence, or being but who reveals Himself to us in three distinct Persons: Father, Son and Holy Spirit.

We believe that God the Father is Father in truth to those who become children of God through faith in Jesus Christ. Jesus Christ is the eternal Son of God who was made provision for the redemption of mankind from sin and will return in power and glory to judge the world and to consummate His redemptive mission. The Holy Spirit is the Spirit of God who exalts Christ, convicts of sin, righteousness and judgment.

The Authority and Power of the Bible

We believe that the Holy Bible was written by men divinely inspired and is the record of God's revelation of Himself to man.

Salvation

We believe salvation involves the redemption of the whole man and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer.

About the Church

We believe that the church is a local body of baptized believers of the Lord Jesus Christ who are associated by covenant in the faith and fellowship of the gospel, observing the two ordinances of Christ, committed to His teachings, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth.

About Baptism

We believe that Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an obedient act symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus.

About the Lord's Supper

We believe the Lord's Supper is an ordinance mandated by Jesus Himself. This solemn act is to be done honestly and repeated in commemoration of Christ's death burial and resurrection. It is a time of introspection and a reminder of the atonement symbolized by the taking of the bread and juice.

About Ministry

We believe every Christian has been called by God to actively participate in ministry (Matthew 28:19-20 & Acts 1:8).

A vertical image on the left side of the page shows a silhouette of a person with their arms raised in a gesture of praise or prayer. The background is a warm, golden sunset or sunrise over a city skyline with several buildings visible.

POSITION OVERVIEW

This is a full-time, exempt position. The Facilities Manager is responsible for the care and use of all church owned or leased facilities, property and equipment, all buildings, grounds, equipment, furnishings and vehicles. The Facilities Manager supervises and oversees the work of custodial employees (part-time and full-time employees and/or contractors), the Building and Grounds Maintenance Worker, and other contractors and/or vendors who provide facilities-related services to the church.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Oversee and ensure the execution of all maintenance activities in support of the upkeep and integrity of the Church campus.
2. Provide daily oversight and supervision of custodial and buildings and grounds staff.
3. Oversee the work of contractors, including the janitorial service company, to assure a clean attractive facility.
4. Assist with after hours and emergency on-call duty in response to facility needs.
5. Monitor contracted work performed on buildings and grounds, i.e., landscape, elevator, HVAC, roofing, security system contractors, and report any problems to Executive Pastor.
6. Interact with city, county, state, and other government officials, i.e. Fire Marshall, elevator and fire systems inspectors, etc. to ensure compliance with local, state, and federal requirements.
7. Provide regular written and/or oral reports related to the status of maintenance and upkeep of Church properties and equipment.
8. Recommend the purchase of needed equipment and other supplies.
9. Work closely with Trustees regarding on-going property enhancements and improvements.
10. Prepare the general operating budget for the Facilities function.
11. Oversee the maintenance of all church owned equipment and furniture.
12. Oversee the inspection of Church facilities.
13. Oversee the scheduling of the periodic cleaning of flooring, to include carpets, vinyl and tile.
14. Oversees the cleaning of lighting fixtures and vents
15. Other duties, as assigned..

POSITION OVERVIEW (Continued)

Minimum Qualifications:

1. A clear testimony of faith and a personal and growing relationship with Christ evidenced by attitude and behavior.
2. Excellent communication and interpersonal skills, able to positively lead and manage volunteers.
3. Highly organized and driven, with the ability to manage multiple projects and details without supervision.
4. Capacity to work independently and use sound professional judgement and think innovatively.
5. Has a positive attitude and is skilled at conflict management, addresses conflicts sensibly, fairly, and efficiently to achieve resolution.

Core Competencies Required:

1. **Interpersonal Skills:** Establishes good working relationships with others, uses diplomacy and tact, and is approachable.
2. **Attention to Detail:** Consistently attends to minute details, follow up on missing or out of balance items, keeps the larger picture in mind while tending to the smallest of details.
3. **Integrity and trust:** Is seen as trustworthy by others, keeps confidence, and responds to situations with constancy and reliability.
4. **Spiritual Maturity:** Shows strong spiritual grounding.

EDUCATION, CERTIFICATIONS & LICENSES

Education, Training and Experience

- Bachelor's Degree in related area (i.e. Operations Management, Engineering or Facility Management) is required and
- Three (3) years' experience performing duties equivalent in nature to those described under "Essential Duties and Responsibilities" section of this recruitment brochure.
- Must have practical knowledge and experience of general electrical, plumbing, HVAC, roofing, and other systems and procedures for their maintenance and repair.

Note: Consideration may be given to individuals who possess a combination of education and experience within the above parameters.

Certificates and Special Requirements

- COVID-19 Vaccine is Required
- Criminal Record Clearance is Required
- Child Abuse Index Clearance is Required
- TB Test Clearance



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POSITION STATUS

Full – Time Exempt

REPORTS TO:

Executive Pastor

COMPENSATION PACKAGE

The Facility Manger will be compensated with:

- Starting salary range of \$67,000.
- Medical, dental and vision coverage.
- Contributions to 403 (b) plan.
- Paid time off which includes vacation, sick leave, health and wellness day and personal day.

APPLICATION PROCESS

To be considered for this position, please submit the following items to:

Attn: Terri Hampton at Jobs@saintpaulsac.org

- Cover letter that explains how you are qualified for the position.
- Christian Experience Essay.
- Curriculum Vitae/Resume.
- List of five (5) references.

Note: Applicants who fail to provide a complete package may not be considered.