ASSISTANT FACILITIES MANAGER
VIENNA PRESBYTERIAN CHURCH

ADMINISTRATIVE

JOB CATEGORY: Manager

POSITION TITLE: Assistant Facilities Manager

CLASSIFICATION: Full-time (benefits eligible), non-exempt, hourly, schedule involves evenings and weekends.

REPORTS TO: Facilities Manager

SUMMARY OF THE POSITION

Under the direction of the Facilities Manager, the Assistant Facilities Manager is responsible for planning and coordinating activities concerned with the design, construction, modification, and maintenance of equipment, machinery, and physical plant associated with Vienna Presbyterian Church. The Assistant Facilities Manager supervises the custodial staff and volunteers in the upkeep and maintenance of the Church facility in the absence of the Facilities Manager.

MAJOR TASKS, DUTIES AND RESPONSIBILITIES; ESSENTIAL FUNCTIONS

- Assists in survey of the property and grounds of VPC. Ensures the proper functioning and maintenance of the heating, ventilation, and air conditioning systems. With the Facilities Manager, advises the Managing Director on Capital Project Recommendations.
- Performs daily operational inspections of mechanical equipment and systems, buildings, etc. Identifies deficiencies and takes appropriate and timely steps to correct the deficiency or oversee contract support work.
- Troubleshoots and resolves deficiencies in electro-mechanical, HVAC, and other installed systems.
- Along with Facilities Manager, supervises assigned staff and approves their training/education, leave, changes in hours of work requests, and changes in working conditions in accordance with the VPC personnel manual. Works closely with assigned staff in the development and evaluation of specific work objectives that are consistent with and support VPC's priorities.

QUALIFICATIONS

- A committed Christian who is able and eager to openly articulate faith in Jesus Christ as his/her Lord and Savior.
- Possess a contagious and authentic joy for the work of God at VPC and in our diverse community.

- Affirm the mission and values of VPC and is willing to be guided by them.
- Excellent interpersonal, written, and verbal communication skills.
- Dependable, organized, and detail-oriented with the ability to multi-task.
- A high school diploma/GED required.
- Minimum of five years of combined education and experience in building maintenance, with no fewer than two years of HVAC maintenance education/experience.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, blueprints, and schematics.
- Ability to perform technical, safety, and operational inspections of electro-mechanical equipment and systems. Ability to identify deficiencies and perform some corrective action or oversee the various trades involved in contract work.
- Ability to independently operate equipment (pumps, boilers, generators, compressors, chillers, etc.) electrical systems (lighting, sound, power, etc.) throughout the facility.
- Ability to learn how to operate the NIAGRA NETWORKS system of environmental controllers.
- Supervisory experience preferred.
- Ability to communicate fluently in both English and Spanish preferred.

WORKING CONDITIONS

The working conditions are representative of those necessary to successfully perform the essential functions of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The Assistant Facilities Manager will be required to:

- Regularly lift and/or move up to 50 pounds, frequently team lift and/or move (with dolly, lift, etc.) up to 200 pounds.
- Ascend or descend ladders, stairs, scaffoldings, ramps, etc.
- Move self in different positions to accomplish task in various environments.
- Perform repetitive motions that may include the wrists, hands and/or fingers.
- Respond to calls promptly to resolve urgent facility needs when “on call” as the primary contact in all emergencies concerning the Church facility and its operations.

The Assistant Facilities Manager must be able to recognize hazardous situations such as the following and the take the appropriate safety precautions:

- Work near moving mechanical parts and regular exposure to the risk of electrical shock and asbestos.
- Occasional exposure to fumes or airborne particles, toxic or caustic chemicals, and vibration. The noise level is usually moderate.