

## Job Description

**Job Title:** Facilities and Grounds Manager

**Reporting Relationship:** Senior Pastor, Michael Gatlin

**Classification:** Hourly - 40 hours per week

**Status:** Non-Exempt

**Position Summary:** The Facilities and Grounds Manager will recruit and work with volunteers to ensure the excellence and cleanliness of the Vineyard facilities. The Facilities and Grounds Manager will be responsible for the effective operation of our facility, allowing the pastors and leaders to focus on providing spiritual and directional leadership to the overall ministry of the Vineyard.

### Responsibilities

1. **Volunteers & Personnel:** Work with all Vineyard facilities volunteers and personnel to accomplish responsibilities.
  - A. Recruit, train, deploy, and nurture volunteer support for Facilities tasks with the goal of developing relationships with and among volunteers.
2. **Cleanliness:** Establish and maintain the cleanliness of the building and grounds.
  - A. Schedule, coordinate, and assist in the regular and irregular cleaning of the building.
3. **Maintenance:** Coordinate all maintenance, repairs, and upgrades to Vineyard Facilities, vehicles, and equipment.
  - A. Make necessary repairs and upgrades or contract out work that cannot be done in-house by procuring bids and estimates and scheduling needed repairs, maintenance, and upgrades.
  - B. Schedule regular maintenance of Vineyard vehicles to ensure their safety and upkeep.
  - B. Identify dangers that need to be addressed and take appropriate action to ensure a safe environment.
4. **Setup:** Oversee room set-ups for scheduled events and classes.
  - A. Set-up and tear-down rooms for events with teams of volunteers.
  - B. Work with Vineyard Staff to follow proper procedures for requesting room usage and set-up.
5. **Grounds Maintenance:** Be responsible for the upkeep and visual aesthetics of the property grounds.
  - A. Work with volunteers to schedule and perform routine lawn care and snow removal.
  - B. Ensure the upkeep of gardens, trees, and grasses.
6. **Communication:** Communicate effectively with staff, contractors, and vendors regarding facilities issues and projects.
  - A. Reply to requests in a timely fashion and communicate in a positive, supportive fashion.
  - B. Where information is unclear, ask questions proactively.
  - C. Communicate to staff clearly when facilities conflicts arise. Work and plan proactively to resolve potential facilities conflicts.
7. **Miscellaneous Responsibilities:**
  - A. Purchase tools and materials related to the maintenance of Vineyard facilities.
  - B. Follow and conform to annual Facilities Budget.

C. Additional duties and projects as deemed necessary by the Senior Leadership Team. This job description is subject to change at any time

## **Requirements and Qualifications**

### **Spiritual**

- Profess Jesus Christ as Savior and Lord.
- Commit to spiritual growth and a healthy lifestyle.
- Model expectations and standards of Duluth Vineyard to staff and church.
- Pursue membership at the Duluth Vineyard Church.
- Have strong understanding of the vision, mission, and values of Duluth Vineyard.

### **Skills & Abilities**

- Ability to move, lift, and position chairs and tables as part of regular weekly set ups
- Ability to recognize maintenance issues and resolve them in a timely and efficient manner
- Ability to communicate effectively with staff, volunteers, and outside contractor
- Effective time management skills and flexibility
- Can communicate and model a sense of urgency with staff and volunteers
- Ability to prioritize tasks in an ever-changing environment
- Fiscal management experience.

### **Introductory period:**

- 90 Days