



Facilities Manager

Employment Type: Full-Time

Reports To: Associate Pastor

Annual Salary: \$55,000 – \$60,000

Role Overview

The Facilities Manager plays a vital role in stewarding the church's buildings and property to ensure they are well-maintained, safe, and welcoming for all ministry activities. This role combines project management, hands-on maintenance, volunteer leadership, administrative planning, and pastoral care, all while supporting Ridge Church's mission to reach and serve the community with excellence.

Key Responsibilities

1. Project Management (20 hours/week)

Building Oversight

- Plan, coordinate, and oversee all building and property improvement or maintenance projects.
- Work directly with professional trades (e.g., electricians, plumbers, HVAC, roofers) to ensure project success.
- Take on hands-on tasks within your skill set to help keep projects on schedule.
- Ensure all trades have clear direction, timelines, and building access as needed.

System Efficiency

- Develop and maintain systems for efficient, ongoing building upkeep (e.g., HVAC service, snow removal, pressure washing).

- Identify and implement opportunities to upgrade aging infrastructure to more efficient and sustainable systems.
- Communicate with staff regularly to assess facility needs and provide progress updates.
- Strategically manage the budget to improve cost-effectiveness and long-term facility planning.

Administrative Oversight

- Review and improve budget planning for building operations and projects.
- Research and negotiate contracts with service providers to ensure value and quality.
- Track spending and report on budget usage to the Associate Pastor and leadership team.

Janitorial Oversight

- Ensure the church building is clean, orderly, and safe for all ministries and visitors.
- Oversee the Facility Caretaker, providing direction, support, and resources for janitorial needs.

2. Maintenance (10 hours/week)

Interior Maintenance

- Complete or coordinate minor repairs throughout the facility.
- Maintain appliances, lighting, door hardware, and other systems to ensure functionality and comfort.

Exterior Maintenance

- Oversee landscaping, pest control, and general outdoor upkeep.
- Maintain safety by ensuring walkways are clear of snow, ice, or debris.
- Coordinate professional trades for larger repairs or seasonal needs.
- Provide building access to contractors and assist during larger repair efforts.

HUB Building & Tent Maintenance

- Develop and implement an annual maintenance plan for the HUB Modular Building and tents.
- Monitor the condition of these spaces and address needs proactively.

3. Team & Volunteer Management (4 hours/week)

Safety & Security

- Recruit, train, and resource volunteers for the church's Safety & Security Team.
- Provide annual training updates and assess building safety systems regularly.

Facility Caretaker Supervision

- Hold weekly check-ins with the Facility Caretaker.
- Ensure the caretaker has adequate supplies, volunteers, and emotional support.
- Collaborate on volunteer recruitment and scheduling.
- Monitor the caretaker's well-being and work capacity, and report concerns to the Associate Pastor.

Volunteer Engagement

- Identify and recruit volunteers passionate about facility care.
- Ensure volunteers are well-equipped, encouraged, and appreciated.
- Connect volunteers with projects that align with their skills and interests.

Building Committee Leadership

- Lead bi-monthly Building Committee meetings alongside the Associate Pastor.
- Communicate staff needs and facility updates to the committee.
- Develop the annual Capital Renewal Projects Budget in collaboration with the committee.
- Provide ongoing pastoral care to committee members.
- Oversee implementation of committee-approved projects.

4. Care & Pastoral Support (3 hours/week)

Community Engagement

- Lead or coordinate opportunities for facility-related service in the broader community (e.g., work bees, partnership projects).
- Collaborate with Ridge Church partners to identify ways the facility team can support their work.
- Build relationships with community organizations and be open to praying with and introducing them to Jesus.

Volunteer Pastoral Care

- Check in regularly with volunteers who serve in building-related roles.
- Prevent burnout by monitoring workloads and providing spiritual encouragement.
- Offer pastoral support and opportunities for spiritual growth.

Safety Team Care

- Meet with the Safety & Security Team at least twice per year to provide both practical updates and pastoral support.

5. Staff Rhythms (3 hours/week)

- Participate in Sunday and Monday morning staff prayer gatherings.
- Attend weekly Tuesday staff meetings.
- Meet weekly with the Associate Pastor for check-ins and planning.
- Attend scheduled staff development and training days.

Qualifications

Required:

- Experience in facility or property management, building maintenance, or construction supervision.
- Strong organizational and project management skills.

- Ability to communicate clearly with staff, volunteers, and tradespeople.
- Basic handyman or trade-related skills (e.g., plumbing, electrical, carpentry).
- Comfort working with physical labor and tools.
- Alignment with the mission, vision, and values of Ridge Church.
- Valid driver's license.
- Experience in serving in church ministry

Preferred:

- Previous experience managing a church or nonprofit facility.
- Familiarity with BC building codes, safety standards, and environmental regulations.
- Experience managing budgets and vendor contracts.

Working Conditions

- Must be available for emergency repairs, including occasional evenings or weekends.
- Work involves both indoor and outdoor environments across all seasons.
- Must be physically capable of lifting up to 50 lbs and using standard tools and ladders.
- Occasional extended hours for special events, projects, or community service days.

Performance Evaluation

- Annual performance review by the Associate Pastor.
- Ongoing feedback gathered from staff, volunteers, and building users.
- Evaluation based on project execution, team leadership, facility condition, and spiritual support of others.

Tools & Technology

Familiarity with or willingness to learn:

- Basecamp
- Planning Center Online
- ProPresenter
- Maintenance management systems
- Google Workspace (Docs, Sheets, Gmail, Calendar)
- Budget tracking tools or spreadsheets
- Security and access control systems (ex. Alarm app / HIK Connect Door System)