

Facilities Manager at The Chapel of the Cross (an Episcopal parish)

Job Summary

The facilities manager oversees the daily operations, planned maintenance, and unscheduled repairs of our buildings and grounds (81,000 sq. ft., including two historical structures) at 304 E. Franklin Street, Chapel Hill, NC 27514. This is a part-time contract position, invoicing monthly and averaging 20 hours per week, primarily Monday-Friday and reporting directly to the Parish Administrator.

Responsibilities

- Manage mechanical, electrical, plumbing, structural, and security systems, equipment and supplies that support the facility/physical plant to ensure they are in working order and in compliance with health and safety standards. Coordinate required updates to systems and ensure compliance with all building and safety codes.
- Oversee daily maintenance activities for systems and facility/physical plant (building cleaning, waste disposal, security, external vendor management, etc.)
- Proactively review opportunities to minimize costs (utility consumption, etc.).
- Maintain the parish's library of all facilities blueprints, technical documents, building records, permits and certifications.
- Inspect buildings' structures to recommend the need for repairs and renovations consistent with current Capital Needs Assessment report.
- Provide data and ongoing review in support of capital needs assessment, yearly and annual capital budgets.
- Act as primary liaison with relevant city, county, and state agencies to ensure awareness of facility/ physical plant impact(s) and compliance with relevant ordinances/laws.

Requirements

- Past experience as facilities manager or relevant position preferred, but not required
- Relevant professional qualification (e.g. CFM) will be an advantage, but not required
- Excellent verbal and written communication skills
- Excellent organizational and leadership skills
- Good analytical/ critical thinking
- Proactive and collaborative

Additional duties include but are not limited to:

- Supervise the work of contract maintenance personnel who are onsite three hours daily, Monday-Friday.
- Management of Facility Dude work order system for reporting maintenance and/or repair issues. Perform or contract for necessary work action in consultation with the Parish Administrator.
- Use Facility Dude to prepare a monthly report of maintenance and repair activities.
- Maintain supplies for repairs and foreseeable maintenance projects. Maintain a stock of janitorial supplies.
- Manage off-hours alarm calls from HVAC and security systems.

Compensation

- Compensation will be dependent on the experience and qualifications of the facilities manager; pay will be an hourly rate based upon actual hours worked.
- This is a position as an independent contractor, and the facilities manager will not be eligible or entitled to participate in any employee benefit plans offered to employees of the Parish.
- The Parish will provide an IRS form 1099 for all compensation paid for the year. The Parish will not deduct amounts for state or federal tax withholding, FICA or Medicare taxes. The facilities manager will be responsible for paying all self-employment and other income taxes.

Application: Please send a resume and cover letter of interest to administrator@thechapelofthecross.org. Priority consideration given to applications received by Friday, February 11, 2022.