

# Facilities Manager



## Position Description

The Facilities Manager oversees the care, maintenance, and effective use of the ECRC building, grounds, and related systems. This role ensures that the church campus is safe, welcoming, and well-maintained to support the mission, ministries, and events of the church. The Facilities Manager oversees facilities staff, coordinates with contractors, develops preventative maintenance schedules, and oversees capital improvement projects, all while stewarding resources responsibly.

**Work Expectations:** 40 hours per week, Exempt

**Supervisor:** Executive Director of Operations

**Works Closely with:** Facilities, Cleaning and Hospitality Staff, Ministry Leaders, Rental Clients

## Responsibilities:

- Perform and oversee routine maintenance and repairs for buildings, grounds, and equipment.
- Implement and track preventative maintenance schedules for HVAC, plumbing, electrical, and other systems.
- Research and implement innovative, future-focused building technologies to enhance operational efficiency and reduce costs.
- Implement a weekly/monthly cleaning schedule for all church facilities, including cleaning as needed.
- Supervise and schedule custodial and maintenance staff.
- Oversee setup and tear down of vendors for Elmhurst Farmers Market from June to October
- Coordinate facility setups and teardowns for services, classes, and events.
- Conduct regular safety checks and address hazards promptly.
- Maintain compliance with building codes, fire regulations, and accessibility standards.
- Oversee security measures including locks, keys, and alarm systems.
- Prepare and steward the annual facilities budget.
- Request bids and manage vendor relationships for facility services.
- Coordinate minor renovations and improvements with contractors as needed.
- Communicate effectively with staff, volunteers, and outside vendors
- Provide on-site support during larger church events, as needed

## Qualifications:

- Experience in facilities maintenance or management essential
- Specific experience in church, school, or nonprofit settings are a plus
- Familiarity with plumbing, electrical, and HVAC systems
- Strong organizational and problem-solving skills
- Self-starter able to work independently and set priorities with minimal supervision
- Ability to lift 40+ lbs, climb ladders, and perform physical tasks
- Some evening and weekend availability
- A heart for service and alignment with the mission and values of the ECRC and openness to church membership

## About Elmhurst CRC

Located in Elmhurst, Illinois, Elmhurst Christian Reformed Church (ECRC) is a vibrant community of believers located in the western suburbs of Chicago. Our vision is to help everyone take next steps up, in and outward in relationship to the Father, Son, and Holy Spirit. Learn more at [elmhurstcrc.org](http://elmhurstcrc.org).