



Job Description

Full Time Part Time
Exempt Non Exempt

General Information

Position Title: Facility Manager

Person in This Position Reports to: Senior Pastor

Position Purpose

St. John's Lutheran Church is an ELCA congregation with over 150 years of ministry in the heart of Northfield, Minnesota. Our facility and grounds occupy most of a city block and are the hub of ministry to 500 families and ages 1-101. Our building ranges from 15-108 years old, and includes a preschool facility, a commercial kitchen, and one of the city's largest gathering spaces. The Facility Manager partakes both in hands-on cleaning and maintenance as well as managing improvement projects in conjunction with the Property & Grounds Board.

Job Description

The Facility Manager is responsible for maintaining the church property building and grounds. This includes general cleaning, light maintenance tasks, equipment maintenance, and oversight of building improvement and repair projects. This individual can expect to spend 40% of their time on cleaning and set-up; 50% on maintenance and repair, and 10% in administration and project management.

Qualifications

R D R = Required D = Desired

- (1) Experience: 3-5 years of experience in building management.
- (2) Education: High school diploma or equivalent. Boiler licensure or willingness to earn one (employer will fund obtaining license if necessary).
- (3) Essential Skills: Light carpentry, plumbing, painting, and electrical skills. An organized and adaptive person with ability to manage projects and communicate with vendors. Ability to lift up to 50 lbs.
- (4) Technology/Equipment: Knowledge of and experience with HVAC systems. Basic computer communication skills including use of Microsoft office suite software.
- (5) Supervisory: Occasional supervision of contract cleaners and volunteers.
- (6) Work days/hours: 40 hours/week, Monday-Friday, 7:30-4:00 p.m. Flexibility to substitute some weekend hours if desirable.

Primary Responsibilities

- 1) **Project management:** Work collaboratively with the Properties & Grounds Board to budget and plan for ongoing maintenance as well as improvement projects for St. John's facility.

- 2) **Maintenance:** Perform minor repairs to St. John's systems and work with contractors as needed to keep appliances and electrical, heating, and plumbing systems working.
- 3) **Cleaning:** Provide for a clean and safe facility by performing routine and seasonal cleaning projects.
- 4) **Grounds Maintenance:** Oversee snow removal and lawns and grounds maintenance. Routinely evaluate needs from contractors for these services.

Secondary Responsibilities

- 1) **Event Needs:** Provide for building scheduling, cleaning, and set-up for occasional events such as funerals, weddings, and community events.

About St. John's Congregation

Mission Statement: Created, Renewed, and Empowered by God's Grace

St. John's is a welcoming community in Christ whose mission is to

- celebrate in Word and Sacrament God's gracious actions for the world
- cultivate growth in faith
- encourage service and witness, and
- proclaim Christ as the hope of the world

Who We Are: St. John's Lutheran Church is a faith community rooted near the heart of downtown Northfield for around 150 years. We serve over 500 families of every generation, from all kinds of backgrounds. St. John's ministry is centered in vibrant worship, education for all ages, service to others and a welcome of God's grace for all. As people of faith, we are dedicated to the hard and good work of loving God and loving our neighbor in the city of Northfield and beyond.

Welcome Statement: As a Reconciling in Christ congregation, St. John's Lutheran Church is a community grounded in the promise of God's grace, and called to extend Christ's welcome to all people. Every day, Christ meets us all just as we are, extending love to people of every age, race or ethnicity, physical appearance, sexual orientation, gender identity, physical or mental ability, marital or relationship status, economic circumstance, educational achievement, political affiliation, or religious background. While we do not always agree, we choose to walk and grow in faith together, believing that God creates diversity, and loves and welcomes us. We warmly welcome you here.

St. John's Lutheran Church is an equal opportunity employer.

Applications will be accepted through August 31, 2022.

To apply, please send a current resume and cover letter to pfickenscher@stjohnsnorthfield.org.

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St. John's Lutheran Church
Attn: Pastor Pam Fickenscher
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