

**Facilities Manager**  
Peace Lutheran Church  
Sioux Falls, SD

**GENERAL:** The Facilities Manager at Peace Lutheran Church will support the ministry of Peace Lutheran Church by overseeing its facility and property maintenance to ensure the facilities are safe and well-functioning. The Facility Manager will be supervised by the Office Manager.

**SPECIFIC:**

**Administrative**

- Prepare and diligently maintain an annual budget for Facilities and Maintenance.
- Develop and maintain a 3-year plan for regular and long-term maintenance tasks for the facility. Collaborate with Business Manager to plan for large maintenance projects within budget.
- Do inventory and order custodial/maintenance supplies.
- Supervise maintenance/custodial staff.
- Document and maintain standard operating procedures and annual maintenance records.

**Facility**

- Communicate with vendors/contractors as needed (IE: Snow removal; security; electrical, etc)
- Schedule annual inspections.
- Physically inspect buildings' structures regularly to determine the need for repairs or renovations.

**Custodial**

- Ensure that daily custodial needs are met by working alongside custodial staff when needed.
- Set up or secure support for set up/clean up preceding and following scheduled calendar events.
- Set up rooms as needed by ministry staff and outside groups using the facility for meetings, milestone gatherings, etc.

**Ground keeping**

- Mow lawn, pick up trash, pick up leaves, etc.
- Keep sidewalks clear of snow/ice.
- Manage upkeep of equipment.

**Maintenance**

- Replace light bulbs as necessary.
- Make minor repairs to building and equipment as able.
- Coordinate with staff in scheduling maintenance projects.

**This ministry description includes, but is not limited, to the above duties. It is reasonable to expect that this ministry description may change from time to time.**

**QUALIFICATIONS:**

- Excellent organizational and record keeping skills
- Ability to plan, prioritize and manage multiple tasks
- Be able to work cooperatively with a team or independently
- Will have excellent communication skills (verbal and written) and be able to handle conversations with internal and external customers
- Previous Facility Management experience a plus!

**APPLICATIONS ACCEPTED: Posting open until filled**

**APPLY TO:**

**Peace Lutheran Church**  
**Attn: Lisa Fowler**  
**5509 W. 41<sup>st</sup> Street**  
**Sioux Falls, SD 57106**  
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