PARK CITIES
PRESBYTERIAN CHURCH

Full-Time Manager of Facilities: Provide strategic leadership and daily oversight of church facilities, event coordination and setups, grounds, building systems, maintenance programs, custodial services, Facilities staff, and related contractors. This position ensures that all church properties are safe, welcoming, functional, and well-maintained to support worship, discipleship, outreach, and ministry activities.

The Manager of Facilities serves all ministries and departments within the church and provides oversight for the Facilities Team, which includes the Events Manager, the Assistant Facilities Manager, the Maintenance Assistant, and the all-day porter and janitorial contractor teams. Responsibilities include performance management, coaching, staff development, succession planning, and oversight of departmental operations.

Along with abiding in Christ, responsibilities also include building maintenance, building administration, and event management. Must manage contractors and vendors, and oversee all building systems including HVAC, HVAC controls, lighting, roof, doors, access control, electric, plumbing, life-safety equipment, fire suppression, fire/burglar alarm, etc. With internal Facility staff and landscaping contractors, oversee exterior grounds, including landscaping, parking lot upkeep, lighting, and weather-related safety (snow, ice, and storm response). Develop and manage preventative maintenance schedules for all equipment and building systems. Develop and manage daily checklists for all routine maintenance and janitorial duties. Request, write scope, and negotiate Facilities contracts. Prepare and manage the Facilities Budget and approve all departmental invoices. Ensure adherence to local building codes, fire regulations, and accessibility (ADA) standards. Oversee facility readiness and operational support for church events.

This is a regular, full-time, exempt position based on 40 hours a week. It is an onsite, in-person role and is eligible for benefits and paid time off (PTO). Must be willing to work Sundays and off hours to cover early, late, and weekend events. PCPC membership preferred but not required.

College degree preferred. Up to five years of experience as Facilities Manager in large church or commercial property. Time management, flexibility, strong servant leadership,

management, and good organizational skills are required. HVAC, plumbing, electrical, and janitorial experience or expertise is a plus.

Please email resumes to careers@pcpc.org. The job description will be available on our PCPC website at https://careers.pcpc.org. If you have any questions, please email careers@pcpc.org