PCPC Job Description

Park Cities Presbyterian Church exists to extend the transforming presence of the Kingdom of the Lord Jesus Christ in Dallas and to the world.

PCPC's Mission Statement

Job Title:	**Manager of Facilities**	**Department:**	**Operations / Facilities**
Name:	**OPEN**	**Job Family:**	**Manager**
Date:	**October 27, 2026**	**Supervisor:**	**Senior Director of Operations**

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). Willing to work Sundays and off hours to cover early, late, and weekend events. PCPC membership preferred but not required.

Purpose of Role

The Manager of Facilities provides 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.

Alignment with Mission and Vision

This position serves all ministries and departments within the church so that we may have a clean, beautiful, and properly functioning facility in which to connect to Christ and one another, as they abide in and extend Christ.

Key Job Responsibilities

A. **Abide in Christ** – Cultivate a vibrant personal walk with Jesus Christ through Scripture, prayer, corporate worship, and active participation in the life of the church.

B. Building Maintenance

- Responsible for all building systems including HVAC, HVAC controls, lighting, roof, doors, access control, electric, plumbing, life-safety equipment, fire suppression, fire/burglar alarm, etc.
- Manage both in-house Facilities staff and contractors/vendors for the above systems.
- Perform or supervise hands-on minor repairs and coordinate specialized contractors for large or complex repairs or remodeling projects.
- With internal Facilities staff and landscaping contractors, oversee exterior grounds, including landscaping, parking lot upkeep, lighting, and weather-related safety (snow, ice, and storm response).
- Anticipate needs of the ministries and departments within the church to ensure their Facilities' needs are met.

C. Building Administration

- Develop and manage daily checklists for all routine maintenance and janitorial duties.
- Develop and manage preventative maintenance schedules for all equipment and building systems.
- Request, write scope, and negotiate Facilities contracts (janitorial, HVAC, landscaping, waste, fire protection, etc.).
- Manage and hold contractors accountable to scope, quality, and budget.
- Ensure adherence to local building codes, fire regulations, and accessibility (ADA) standards.
- Collaborate with Manager of Operations on office supplies and furniture.
- Prepare and manage the Facilities Budget and approve all departmental invoices.

D. Event Management

- Oversee facility readiness and operational support for church events.
- Partner with ministry leaders and the Events Manager to ensure events are executed safely, efficiently, and according to facility standards.
- Upon collaboration with Manager of Events, provide help and support when needed. Ultimate responsibility for setups, event management, and cleaning rests with Manager of Facilities.

Training, Education, and Experience

College degree preferred. Up to five years of experience as Facilities Manager in large church or commercial property.

Supervisory Responsibilities

Supervise the Events Manager, the Assistant Facilities Manager, Maintenance Assistant, and All Day Porter/Janitorial contractor teams. May provide leadership and support to additional Facilities staff as assigned. Responsibilities include performance management, coaching, staff development, succession planning, and oversight of departmental operations.

Competencies and Skills

Time management, flexibility, strong servant leadership, management, and organizational skills are required. HVAC, plumbing, electrical, and janitorial experience or expertise is a plus.