

Building Operations Manager– Wilshire Baptist Church

Wilshire Baptist Church is seeking a building operations manager to oversee and coordinate the maintenance of the building. The ideal candidate will be able to work on tasks that are varied and complex using good judgement and an ability to adapt procedures, techniques, tools, materials, and equipment to meet specialized needs.

To apply, email resumé and cover letter to gmckenzie@wilshirebc.org.

Applications accepted until position is filled.

Position Summary: The building operations manager will oversee Wilshire Baptist Church's physical structure and infrastructure to help Wilshire build a community of faith shaped by the Spirit of Jesus Christ.

Other information about the position:

- This is a full-time salaried position reporting to the executive director of administration.
- Salary range: \$60,000 – 65,000 (salary commensurate with experience); includes benefits and retirement.
- Work schedule will require Sundays.
- Be available evenings and weekends as needed in conjunction with church events.
- Be on-call for any property and equipment issues.

Duties and Responsibilities

- Manage and maintain the physical infrastructure of the building, including its systems and equipment.
- Administer policies and procedures concerning the use of church property and vehicles.
- Evaluate and consult with supervisor about physical, mechanical, and structural aspects of facilities' needs.
- Supervise with maintenance technician.
- Ability to diagnose and troubleshoot primary building systems: HVAC, electrical, plumbing, lighting and AV equipment.
- Ensure and maintain that the church's properties and mechanical functions are operating smoothly and without interruption.
- Ensure church grounds are attractive and well-maintained.
- Schedule Energy Management System (EMS) based on church calendar and cross train other staff to manage EMS when away.
- Plan, implement, and administer preventive and predictive repairs and emergency maintenance of equipment; maintains inventory of buildings and related equipment.
- Develop maintenance programs for building, preparing and maintaining related records.
- Plan for future replacement or renovation needs and projected expenses.

Applications are considered without regard to race, sex, national origin, age, marital, or veteran status, or the presence of a non-job-related medical condition or disability.

- Coordinate with all outside vendors who come onsite for service calls and installations; ensure all certificates of insurance are on file.
- Solicit bids for building materials, supplies, and contract services.
- Prepare and recommend budget needs.
- Ensure all building contracts, such as security system monitoring and elevator, are up to date as required for state compliance.
- Manage the security needs of the church.
- Check life safety systems and perform tests and drills as needed. Complete inspections of systems as required.
- Maintain columbarium, including the fountain and garden. Assist with inurnment services.
- Work with maintenance technician to maintain the four houses on Resident Row.
- Support the overall ministry of Wilshire Baptist Church, including the Pathways to Ministry program.

Qualifications and Requirements:

- Must be at least 18 years old with a minimum of a high school education; some college or a degree is preferred.
- Prior church building maintenance experience preferred.
- Experience interpreting architectural, structural, plumbing, and electrical diagrams, and interpreting technical codes and ordinances
- Experience evaluating facilities to determine construction and modification needs and developing cost saving measures.
- Communicate with professionalism and a service orientation.
- Ability to work in a fast-paced environment.
- Conversational Spanish preferred.

Knowledge, skills and abilities:

- Great attention to detail and proven ability to manage multiple tasks.
- High level of emotional and social intelligence with the ability to maintain good working relationships.
- Excellent planning, problem-solving and organizational skills.
- Able to perform physical activities that require moving one's whole body, such as walking, stooping, lifting, pushing/pulling a cart, and use of stairs.
- Able to perform physical activities the require frequent bending, moving, lifting, and carrying material weighing up to 75 pounds; standing up to eight hours each day; working in all weather conditions; and exposure to high noise levels.

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