



## POSITION DESCRIPTION

|  |                                       |               |
|--|---------------------------------------|---------------|
| <b>Employee Name</b>                   |                                       |               |
| <b>Job Title</b>                       | Facilities Manager                    |               |
| <b>Physical Location</b>               | Greenbelt Campus                      |               |
| <b>Status/Classification</b>           | <i>Full-time</i>                      | <i>Exempt</i> |
| <b>Manager</b>                         | Director of Ministry Operations       |               |
| <b>Supervises</b>                      | Facility Volunteers, External Vendors |               |
| <b>Effective Date &amp; Start Time</b> | TBD                                   |               |

### Position Summary

The **Facilities Manager** at **Zion's Greenbelt Campus** will oversee all building-related matters needed to preserve its infrastructure, while ensuring the edifice is safe and functioning at an optimal level. They must be well-organized, able to maintain the building's equipment, while reducing operating costs; ensuring the Greenbelt Campus is problem-free, safe and enjoyable for worship services, special events, and employees are able to work under the best physical conditions. This facility has a total of 102,000 square feet of which 62,000 square feet will be fully operational upon its scheduled opening in February 2020. In the interim, this person will work onsite with the Operations Manager, acting as liaison with contractors, vendors and the Zion Church construction committee.

### Essential Duties and Qualifications

- A proven ability to oversee team comprised of volunteers, employees and external vendors to ensure it is operational for worship services, onsite administrative and events staff members.
- Plan and execute routine repairs by conducting regular inspections, maintenance and installations; and when needed coordinate activities of outside service providers.
- Manage the upkeep of equipment and supplies to meet local health and safety standards.

#### Contact

301-583-1790  
zionchurch.org  
info@zionchurch.org

#### Administrative Offices

4501 Forbes Blvd, Suite 140  
Lanham, MD 20706

#### Campus Address

3600 Brightseat Road  
Landover, MD 20785



## Zion Church

**Pastor Keith Battle**

Senior Pastor

- Review and audit utilities consumption; while implementing plans and policies to minimize costs.
- Recruit and supervise the facility volunteers who serve during worship services; as well as custodians and groundskeepers.
- Control parking space allocation, waste disposal, and building security for opening and closing.
- Keep financial and maintenance records compliant and up-to-date.
- Perform budget analysis and forecasting for equipment purchases, warranties, insurance plans, service contracts, maintenance and event management software.
- Must be willing to work onsite at the Greenbelt Campus every Sunday, Monday to Thursday, and for special events as scheduled.

### Qualifications, Knowledge and Skills

- Advanced knowledge of facilities management and software; with previous experience in a supervisory or management role overseeing building or site operations.
- Computer literate; and Microsoft Office experience in Excel, Word and PowerPoint.
- Budget and planning expertise.
- Excellent written and verbal communications skills; the ability to speak with tact, wisdom and compassion.
- Certification preferred but not required: CFM, SMC, CMCP
- Lifting up to 50 lbs.; climbing ladders inside and outside the facility.
- Additional duties as requested and/or required.

### About:

Fulltime employees of **Zion Church (ZC)** are eligible for unlimited PTO and weekly pay every Friday; also, health, dental and life insurances along with a 401K retirement plan are part of the standard benefits package. **Zion Church** also grants Jury Duty and Bereavement Leave; along with **nine (9)** paid holidays. To ensure our employees are well equipped for their chosen profession, **ZC** supports professional growth and development through conference and workshop participation and a tuition assistance grant program for up to \$5000 depending upon your tenure/years of service.

Zion Church continues to be a “seeker sensitive” church where anyone would feel comfortable. It is the mission of Zion Church to help people EXPERIENCE God, ENGAGE in community, be EQUIPPED for ministry, and EMPOWERED to serve across various locations and technologies.

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