

## INTERIM FACILITIES MANAGER

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*The Facilities Manager is a temporary position and will execute the vision for how TPC buildings are used and maintained. This Manager will oversee repairs and maintenance, contracts, determine how spaces are used, and ensure all things are prepared for church-wide and ministry gatherings.*

### PRIMARY RESPONSIBILITIES

- Own the House to make ready for Gatherings
- Direct contract employees like janitorial, groundskeeping, to ensure consistent and excellent work
- Oversee ongoing building and grounds contracts, inspections, and repairs
- Enforce trash and building maintenance practices
- Be able to make minor fixes around the building
- Manage items like building access, alarm system, thermostats, and the printer
- Oversee building security system and be available for emergencies
- Manage building reservations, including both internal and external events

### CORE COMPETENCIES

- Meet the deacon requirements stated in 1 Timothy 3
- Be in full agreement with [What We Believe](#)
- Attention to detail and ability to fix problems promptly
- High standard of cleanliness, order, and function
- Ability to identify and remove distractions within the building
- Ability to work with contractors
- Able to manage an annual budget for contracts, inspections, repairs, and building improvements
- Preferred knowledge of the following or committed and able to learn technical aspects:
  - HVAC Maintenance
  - Plumbing
  - Electrical
- Passionate about maintaining spaces for the sake of hospitality and safety
- Active in Slack, Asana

## EXPECTATIONS

- Adhere to [TPC staff handbook](#)
- Embody our [Cultural Values](#)
- This is an interim, exempt position that is at minimum 9-months in length, up to 12-months in length
  - August 1, 2026 - July 31, 2027
- Full-time, 40-45 hours per week
  - Sundays, 7a-3p
  - Monday - Thursday, 8:45-5p
  - Occasional Evening and Weekend Hours for Churchwide Events
  - Available for building emergencies as primary contact
- Bi-Weekly Meeting with Supervisor (Operations Director)
- Weekly Staff Meetings include (One) Celebrate Meeting and attending (One) Prayer Meeting
- Monthly Staff Meetings include Restore and Monday FYI

## EXPLANATION OF BENEFITS

- No health insurance or retirement benefits available
- \$50 per month included as a wage-up increase for a cell phone stipend
- Access to our YMCA discount