



Lake Avenue Church

Facilities Manager Position Description

POSITION

The Operations & Campus Services department oversees resources that maintain the facilities used to serve Lake Avenue Church (LAC) ministries as we make disciples of Jesus. This includes supporting the various ministries at LAC by overseeing plant operations, capital improvements, and maintenance by overseeing vendors, staff, and volunteers who perform the work.

The Facilities Manager supports the Director of Operations & Campus Services by learning and eventually overseeing campus equipment and facilities maintenance. This role includes managing routine maintenance schedules, ensuring compliance with inspection and safety regulations required by law, life safety, and supporting other aspects of plant operations and campus services. They will initially focus on understanding specific areas of LAC's facilities to independently execute tasks as directed by the Director of Operations & Campus Services with minimal supervision.

GENERAL QUALIFICATIONS

Qualifications in this area identify characteristics expected of all Lake Avenue pastors, directors, and professional staff.

- Agreement with the Lake Avenue Church Statement of Faith.
- Character growing in Christlikeness with spiritual gifts of servant leadership, administration, decision making, facilities stewardship, and a shepherd. (Romans 12:6-8; 1 Peter 4:10-11; 1 Cor 12:4-11; Eph 4:11-16)
- Ability to plan, direct, or coordinate operations and functionality of facilities and buildings.
- Capacity to develop and implement effective, innovative, and relevant facilities and operations ministry, similar to the Priesthood of the Tribe of Levi (Numbers 4, 8:13, 10:17-21)
- Strong character with sound judgment; exceptional leadership, interpersonal, organizational, communication, and time management skills.
- Team player, innovator, and self-starter.
- Capacity to express care and compassion to those in need.
- Capacity to work with and lead people with a wide range of gifts, strengths, personalities, and passions.

- Experience working with and leading people from diverse ethnic, cultural, and socio-economic backgrounds, and the ability to function and communicate the Gospel with them.
- Model an authentic relationship with God and have demonstrated the ability to maintain a healthy balance between ministry and home life.
- Have a strong desire to support the church's mission of leading people in discipleship and spiritual growth by maintaining and managing the facilities and operations necessary for ministry.

SPECIFIC MINISTRY QUALIFICATIONS

Qualifications in this area describe characteristics needed for the specific ministry area of the position.

- Have an engineering, facility operations and/or maintenance, and/or construction/skilled trade background with a minimum of 7 years of experience.
- Experienced with contract management and working with different engineering and construction disciplines.
- Working knowledge of building codes, fire department regulations, OSHA, and American Disability Compliance. Preference for knowledge based on Los Angeles County and Pasadena laws and regulations.
- Have a heart and passion for the staff and members of Lake Avenue Church and for helping support the church's mission and vision.
- Gift-mix of administration, management, equipping, leadership, and shepherding.
- Proven track record of team building and overseeing operational functions.
- Clear, strong verbal communication and consulting skills. Demonstrated ability to work at a leadership level.
- Experienced helping people discover and use their spiritual gifts and talents, especially when working with LAC honorary staff and volunteers.
- Well-developed writing and presentation skills. Demonstrated ability to communicate clearly across all levels of an organization.
- Creative thinker and planner with the ability to oversee multiple operations projects.
- Discretion, sensitivity, and confidentiality. Demonstrated ability to listen, analyze and inform appropriately while maintaining the required sensibilities in handling confidential information.

SPECIFIC MINISTRY RESPONSIBILITIES

- Oversee the continuous process of service required to maintain LAC's facility and its campus. These services include daily cleaning, routine maintenance including campus grounds and landscape, preventive and approved deferred maintenance of major facilities systems such as heating, ventilation, air conditioning, electrical, plumbing, fire sprinklers and backflow devices, and other areas needing repairs.

- Oversee the inspection and review processes required to maintain legal and safety compliance standards defined by governmental entities (e.g. fire, AQMD, federal agencies) and manufacturers of the facility systems installed at LAC.
- Maintain emergency preparedness equipment and supplies for possible disasters and safety training for staff.
- Oversee, identify, and implement energy efficiencies within LAC facilities. Examples include lighting energy and water usage.
- Maintain the timeline and schedules for regular inspections of facility systems.
- Attend staff meetings, functions, and retreats, including all significant Lake Ave Church events.
- Adhere to all internal church processes and policies, which is an integral part of the performance expectations of every staff position.
- Keep in touch with current trends relating to LAC's facilities' plant operations, maintenance, compliance, and regulatory requirements. Dialogue with ministry counterparts at other churches regularly. Attend enrichment venues (seminars/conferences) that relate to facilities management.
- Maintain all audit records and files related to the maintenance upgrades, regularly scheduled inspections, compliance certifications and other pertinent records documenting maintenance, both regularly scheduled and emergency actions.
- Provide administrative support for the Director of Operations & Campus Services.

EDUCATION

Bachelor's degree in engineering, facilities management, or a related field, and demonstrated understanding of facilities operations and maintenance. Professional and/or skilled trade certification preferred. HVAC, electrical or plumbing certification highly desirable.

RELATIONSHIPS

Reports to:	Director of Operations & Campus Services
Works closely with:	Employees, Honorary Staff, church members, vendors, volunteers, and lay leaders
Supervises:	Supervision of staff, vendors, volunteers on assigned projects, and/or delegated by the Director of Operations & Campus Services
A part of:	Operations & Campus Services Area of the Church Operations Department(Admin & Finance)

POSITION STATUS

This position is full-time, exempt, and a Professional Staff (P3/P4) Level position.

This position description is intended to describe the general nature and level of work performed and is not to be construed as an exhaustive list of all responsibilities, duties, and skills required. Personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Mobility:** Ability to move around various parts of the facility, including stairs and uneven surfaces. Able to bend, squat, walk for extended periods of time.
- **Lifting and Carrying:** Capability to lift and carry items, often weighing up to 50 pounds, such as equipment, tools, or supplies.
- **Manual Dexterity:** Skilled in handling tools and equipment, performing repairs, and operating machinery.
- **Visual and Auditory Abilities:** Good vision for inspecting facilities and reading reports, and good hearing for communicating in noisy environments or over distances.
- **Stamina and Endurance:** Ability to work on your feet for extended periods and perform tasks that require physical exertion.
- **Environmental Adaptability:** Capability to work in various environmental conditions, such as outdoors, in noisy environments, or in areas with temperature variations.
- **Climbing and Balancing:** Ability to climb ladders and familiarity with safety equipment, as needed for maintenance tasks.

THE POSITION DESCRIPTION VALIDATION

POSITION DESCRIPTION -- APPROVAL			
POSITION	NAME	SIGNATURE	DATE
DIRECTOR OF CAMPUS SERVICE & OPERATIONS	LEVI HEIDELBERG		
EXECUTIVE DIRECTOR OF CHURCH OPERATIONS	TIFFANY REYNOSO		
SENIOR PASTOR	DR. MATHEW P. JOHN		

POSITION DESCRIPTION -- AFFIRMATION

BY GOD'S GRACE AND ENABLEMENT, I AM COMMITTED TO FULFILLING THE RESPONSIBILITIES OF THIS POSITION DESCRIPTION WITH WHOLEHEARTED EFFORT AND EXCELLENCE.

NAME	SIGNATURE	DATE
[EMPLOYEE NAME]		

POSITION DESCRIPTION RECEIVED BY

POSITION	SIGNATURE	DATE
PEOPLE OPERATIONS MANAGER STEVEN ESCOBOSA		