

FULL-TIME POSITION ANNOUNCEMENT



Position Title: Facilities Manager

Opening Date: August 12, 2022

Closing Date: Open until filled

Salary Range: Salary and benefits commensurate with education and experience.

****Applications must be received by the closing date to be considered for this position.***

LOCATION: First Missionary Baptist Church, 3509 Blue Spring Road, Huntsville, AL 35810.

First Missionary Baptist Church (FMBC), established in 1880 and located in Huntsville, AL, is seeking to hire a full-time Facilities Manager.

PRIMARY DUTIES: This is a full-time administrative/professional level position. As a professional level employee, the Facilities Manager is responsible for all aspects of maintenance and building operations. The position supervises and oversees the work of custodial employees (staff and/or contracted), and various other contractors and vendors who provide facility-related services to the Church.

POSITION RESPONSIBILITIES:

- Oversee and ensure execution of all maintenance activities in support of the upkeep and integrity of the Church campus, including all corrective, preventive and predictive maintenance activities per internal service standards and industry best practices.
- Maximize the integrity and life cycle of all plant systems and assets through the appropriate application of preventive and predictive maintenance standards.
- Provide daily oversight and supervision of custodial staff, to include performance monitoring.
- Oversee the work of contractors, including the janitorial service company, to assure a clean, attractive facility.
- Assist with after hours and emergency on-call duty in response to facility needs.
- Oversee and assist with room and furniture setups.
- Manage facility use and events and maintaining a schedule for such.
- Maintain a working inventory of common maintenance parts to minimize system downtime and maximize availability.
- Monitor contract work performed on building and grounds, e.g., landscape, elevator, HVAC, roofing, and security system contractors, and report any problems to the Staff Administrator (or designee) and the Pastor.

- Interact with city, county, state, and other government officials, i.e., Fire Marshal, elevator, and fire systems inspectors, etc., to ensure compliance with local, state and federal requirements.
- Provide regular reports of Church property maintenance status to Church Administrator and Trustee Board Operations and Maintenance (O&M) Committee.
- Maintain office security by following safety procedures, controlling access to the campus and monitoring surveillance footage as needed.
- Responsible for management and oversight of cleaning and maintenance throughout the campus and grounds, which will cover both routine cleaning and maintenance as well as that is necessitated by special events and activities.
- Prepare and maintain a schedule of work assignments for all Building and Grounds personnel.
- Oversee and manage the appropriate preparation of areas of the building(s) for both regularly scheduled and special activities that may occur and cleaning up and restoring these areas after each activity has been completed or setting up for the next scheduled activity.
- Report to the Pastor or Church Administrator (or designee) anything on church property which could be threatening to the health and safety of persons, or which could be damaging to the buildings.
- Oversee and manage the repair and maintenance of church equipment excluding audio-visual and musical equipment to ensure that it is conducted appropriately and as needed.
- Ensure efficient usage and maintenance of utilities and securing of all access doors on a regular and recurring basis daily.
- Ensure parking lots, sidewalks, and grounds are clear and clean to keep them safe and attractive to the public.
- Oversee the maintenance and upkeep of church vehicles.
- Perform other duties as assigned by the Pastor or designee.

POSITION REQUIREMENTS:

- Education – Minimum of Bachelor's degree in related area (i.e., Business Administration, Operations Management, Engineering or Facility Management) is required.
- Experience – Minimum of four (4) years of relevant experience is required. Experience should be progressively responsible and related to directing a comprehensive building maintenance or service delivery program. The Facilities Manager must also have practical, hands-on working knowledge of general electrical, plumbing, HVAC, roofing and other systems, and procedures for their maintenance and repair. Must handle all church and personnel matters with discretion and confidentiality. Competent in operating computers and using technology to manage operations. Able to manage a facility management and work order tracking system. Self-motivated and able to multi-task. Capacity to work

independently and use sound, professional judgment and think innovatively. Should be a self-starter capable of taking initiative and implementing project management practices.

HOW TO APPLY (APPLICATION REQUIREMENTS):

- Applicants **must electronically** submit a **complete** FMBC Job Application Form and Package (reference Job Application Checklist for all requirements) to: jobs@fmbc.org. **Only electronic submissions will be accepted.** HOW TO APPLY instructions can be found at www.fmbc.org; go to Career Opportunities to access and download the complete application form.
- Only one application package submission will be accepted per applicant. No telephone calls will be accepted. All information submitted will be treated as confidential. Additional information may be requested and/or required. Completed application packages must be typed, **SIGNED**, and submitted **electronically** to: jobs@fmbc.org. The subject line must state: "Application Package Submission for Church Administrator Position." **Only electronic submissions will be accepted.** Individuals experiencing technical difficulties may request copies of the application form by submitting an email request message to: jobs@fmbc.org.
- Three (3) reference letters are required from each applicant. The reference names listed by the applicant on the application form must be the same names listed on the reference letters submitted by the applicant. All reference letters must be typed and contain the handwritten signature of the person represented in the signature block of the letter. Reference letters that do not contain handwritten signatures will not be accepted and the application package will be considered incomplete.
- The final salary determination will be based upon length, depth and relevancy of experience and possession of applicable educational and professional credentials.
- The final selected candidate must consent to the following review processes: Personal and Professional References, Credit/Financial History, Background/Criminal History and Drug Testing.



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Job Application Checklist

Final candidates will be notified and asked to provide additional information as needed later in the selection process. Final candidates must consent to reference checks, a criminal history background check, and drug screening test (performed through an outside agency to ensure complete confidentiality). Candidate packages should be typed.

**MAIL or EMAIL PACKAGES TO:
First Missionary Baptist Church
c/o FMBC Careers
3509 Blue Spring Road
Huntsville, AL 35810
256.852.4318 | careers@fmbc.org**

- A completed and signed FMBC Job Application Form**
- A completed and signed FMBC Job Application Supplemental Form**
- A signed FMBC Application Checklist**
- Cover Letter (maximum one (1) page, Times New Roman size 12 font)**

- Resume (Times New Roman size 12 font, addressing each of the position's responsibilities and duties)**

- Three (3) Letters of Reference (letters must have prepared within the last 30-days and have original signatures)**

Final candidates must consent to reference checks, a criminal history background check and drug screening test (performed through an outside agency to ensure complete confidentiality).

This checklist is provided to help you to be certain you have attached all required application information. By signing below, I acknowledge and understand that the document and information provided in this application package is accurate and true to the best of my knowledge.

Printed Applicant Name: _____

Applicant Signature: _____

Date: _____

All information presented will be treated as CONFIDENTIAL.



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Job Application

First Missionary Baptist Church is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a FMBC representative. First Missionary Baptist Church complies with the Americans with Disabilities Act (ADA) and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.

Please fill out all the sections below:

Applicant Information

Applicant Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ City State ZIP Code

Telephone Number: _____ Email _____

Date of Application: _____

Employment Position Information

Position(s) Applied for: _____

How did you hear about this position? _____

On what date can you start working if you are hired? _____ Salary Desired: _____

Personal Information

Are you a citizen of the United States? Yes No If no, are you authorized to work in the U.S.? Yes No

What document can you provide as proof of citizenship or legal status? _____ Yes No

Will you consent to a mandatory controlled substance test? Yes No

Do you have any condition which would require job accommodations? Yes No

If yes, please describe accommodations required below.

_____ Yes No

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Yes No

If yes, please state the nature of the crime(s), when and where convicted and disposition of the case:



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Applicant Name: _____ Date: _____

Job Skills/Qualifications

Please list below the skills and qualifications you possess for the position for which you are applying:

Education and Training

High School: _____ City: _____ State: _____

From: _____ To: _____ Did you graduate? Yes No Diploma: _____

College: _____ City: _____ State: _____

From: _____ To: _____ Did you graduate? Yes No Diploma: _____

College: _____ City: _____ State: _____

From: _____ To: _____ Did you graduate? Yes No Diploma: _____

College: _____ City: _____ State: _____

From: _____ To: _____ Did you graduate? Yes No Diploma: _____

Vocational School/Specialized training: _____ City: _____ State: _____

From: _____ To: _____ Did you graduate? Yes No Diploma: _____



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Applicant Name: _____ Date: _____

Previous Employment

Have you ever worked for FMBC in the past? Yes No If yes, when? _____

Are you a member of FMBC? Yes No

Employer Name: _____ Employer Telephone: _____

From: _____ To: _____

Reason for Leaving: _____

Job Title: _____

Responsibilities: _____

Supervisor Name: _____

Employer Address: _____

City, State, Zip Code: _____

Yes No

May we contact your previous supervisor for a reference?

Employer Name: _____ Employer Telephone: _____

From: _____ To: _____

Reason for Leaving: _____

Job Title: _____

Responsibilities: _____

Supervisor Name: _____

Employer Address: _____

City, State, Zip Code: _____

Yes No

May we contact your previous supervisor for a reference?

Employer Name: _____ Employer Telephone: _____

From: _____ To: _____

Reason for Leaving: _____

Job Title: _____

Responsibilities: _____

Supervisor Name: _____

Employer Address: _____

City, State, Zip Code: _____

Yes No

May we contact your previous supervisor for a reference?



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Applicant Name: _____ Date: _____

References

Please provide 3 personal and/or professional reference(s) below:

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Mailing Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Mailing Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Mailing Address: _____

Military Service

Are you a member of the Armed Services? Yes No _____

What branch of the military did you serve? _____

What was your military rank when discharged? _____

How many years did you serve in the military? _____

Type of Discharge: _____

If other than honorable, explain: _____

What military skills do you possess that would be an asset for this position? _____

At-Will Employment

The relationship between you and the First Missionary Baptist Church is referred to as "employment at will." This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or the First Missionary Baptist Church. No representative of First Missionary Baptist Church has authority to enter into any agreement contrary to the foregoing "employment at will" relationship. You understand that your employment is "at will," and that you acknowledge that no oral or written statements or representatives regarding your employment can alter your at-will employment status, except for a written statement signed by you and either our Official Board Chairperson or Personnel Committee Chairperson.

Applicant Signature: _____ Date: _____



Job Application Supplemental Form

First Missionary Baptist Church is an equal opportunity employer. Please fill out all the sections below:

Title of Position

Applicant Information

Please provide your full name. If you have only initials in your name, provide them and indicate: "Initials only". If you do not have a middle name, indicate "No Middle Name". If you are a "Jr.," "Sr.," etc. enter the Suffix. (e.g., Last, Suffix, First, Middle Name)

1. Applicant's Name:

2. Other Names Used: (For example, maiden name, nicknames, etc.) _____

3. Social Security Number:

- -

4. Date of Birth:

Month Day Year

5. Place of Birth:

Include city and state or country

6. Driver's License #:

7. State Issuing License:

8. Issue Date:

Month Day Year

9. Expiration Date:

Month Day Year

10. Mailing Address:

11. Home Phone:

-

Area Code

12. Cell Phone:

-

Area Code

13. Email:

14. Alternate Email:

Certifications and Acknowledgements

I certify that, to the best of my knowledge and belief, all the information I have provided on this supplemental form is true, correct, complete and made in good faith. I understand that a false or fraudulent answer to any question of item on any part of this form may be grounds for not hiring me, or for firing me after I begin work. By signing below, I acknowledge and understand that this form will be used to perform applicable background checks, criminal and financial history reviews and drug tests.

Applicant Signature: _____

Date: _____