



**6175 Campbellton Road**  
**South Fulton/Atlanta, GA 30331**  
**404-691-8025 † [www.zionhill.org](http://www.zionhill.org) † [zhbc@zionhill.org](mailto:zhbc@zionhill.org)**  
**Reverend Dr. Aaron L. Parker, Pastor**

## **Facility Manager**

**POSITION DESCRIPTION:** Facility Manager  
**CLASSIFICATION:** Year-Round Full-time Exempt  
**REPORTS TO:** Administration Minister

### **POSITION SUMMARY**

The Facility Manager will support the ministry goals of Zion Hill Baptist Church (Zion Hill or ZHBC) by ensuring the optimal functioning, maintenance, and custodial care of all building systems and grounds, which includes the building architecture; as well as the mechanical, electrical, plumbing, security, fire/life safety and elevator systems. He/she will manage a staff of employees, contractors and volunteers in the maintenance and setup of buildings, grounds, systems, etc. to ensure the efficient and safe maintenance of the church and all Zion Hill properties. He/she is also responsible for developing, proposing, and managing the approved facilities maintenance budget.

### **JOB DUTIES AND EXPECTATIONS**

Responsibilities include but are not limited to the following:

- Identifies and evaluates vendors to facilitate inspections, maintenance, repairs, grounds maintenance, etc., ensuring quality service as well as competitive pricing
- Coordinates meetings with operational partners/vendors to manage projects and ensure timing and budget are on schedule
- Reviews facility maintenance related vendor invoices for accuracy
- Responds to service and building maintenance requests from office, trustees, and ministries
- Supervises facility staff of employees, contractors, and volunteers for custodial and maintenance services, including proper set up and tear down of rooms and buildings for church meetings and events
- Manages all technical training requirements including competency assessments, critical services training and scenario training exercises
- Reviews all work and assures performance in accordance with established safety procedures
- Ensures compliance with government codes related to facility management
- Coordinates and organizes maintenance of facility inspections, maintenance records, vendor contacts, maintenance checklists
- Coordinates schedules for staff, contractors, and volunteers. Responds to building security concerns
- Attends and provides reports during meetings, including but not limited to the monthly Staff and Trustee meetings
- Writes routine reports
- Presents information to an internal group effectively
- Complies with all company policies and procedures and adheres to company standards

### **SUPERVISORY RESPONSIBILITIES**

- Recommends staff recruitment, selection, promotion, advancement, corrective action and termination
- Plans and monitors appropriate staffing levels and utilization of labor, including overtime
- Prepares and delivers performance appraisal for staff



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- Mentors and coaches team members to further develop competencies
- Leads by example and models behaviors that are consistent with the Christian principles

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in architecture or engineering (Mechanical, Electrical or General), or a related field preferred

- Three (3) to Five (5) years of experience in Facilities Management, Architecture, Engineering, Construction Management, or a related Profession
- Basic understanding and familiarization with: Building automation systems and controls, Construction Management; Building operations and Project management, as it relates to facilities operations, general plumbing, electrical, maintenance (i.e. carpentry, painting, masonry) trades
- Broad technical knowledge of the operating capabilities and maintenance requirements of various kinds of physical plants and equipment. Ability to read and interpret Architecture and Engineering plans. AutoCAD, Cost Estimating, and Project budgeting
- Basic computer skills (Microsoft Suite, e-mail and internet use). Strong self-starter with a quality work ethic, requiring minimal supervision
- Customer service orientation
- Strong analytical and management skills and abilities
- Ability to professionally interact with others, including coordination of volunteers for special facility management related activities
- Demonstrated ability to train and manage others. Able to manage and prioritize multiple tasks in order to meet deadlines.

### **WORKING CONDITIONS**

- Requires sitting, standing, walking, kneeling, and stooping for prolonged periods of time
- Requires using a ladder or stairs for up to 10 feet on an incline
- Requires lifting waist high, shoulder high, and above the head; pushing, pulling, holding up to 25 pounds and carrying alone or with assistance
- Requires operating a telephone, computer/electronic equipment, hand and electric tools, and manipulating small objects
- Requires having general vision, distinguishing color, hearing and listening, smelling, touching, and speaking clearly
- Requires working under pressure and rapidly for prolonged periods of time
- Requires working indoors, outdoors, at a desk, bench or window, and in an office or control room for long periods of time
- Requires working in dusty/dirty, wet/humid conditions, or an area affected by fumes, smoke, etc.
- Requires working in a loud work environment requiring ear protection
- Requires working on surfaces that are sloping, uneven or slippery

### **HOURS OF WORK**

- Scheduled 40-hour work week
- Available and on-call for emergencies.



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**DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by anyone assigned to this position. These statements are not to be construed as an exhaustive list of all required responsibilities, duties, and skills required of personnel so classified. All Zion Hill positions are ministry functions, therefore, all personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. All ZHBC employment candidates are required to submit to a Pre-Employment Drug Screen, Background Check and complete Darkness-to-Light (Child Protection Policy) training.