



CALVIN THEOLOGICAL SEMINARY

Job Title: Facilities Manager
Department: Seminary Facilities
Reports to: Chief Operating Officer
Status: Full-time Exempt

POSITION SUMMARY

The Facilities Manager position has oversight and responsibility for all property owned and maintained by Calvin Seminary. The Facilities Manager will oversee the day-to-day operations, safety needs, maintenance and repairs, training and supervision of assigned staff, and managing the needs of the Seminary main building, student housing apartments, parsonage and vehicles.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Responsible for the organization and performance of day to day facilities operations:

- a. Establishes operating budgets for the Seminary buildings and the Parsonage and manages resources within budgetary constraints. Approves and monitors all expenditures that pertain to these budgets.
- b. Contributes to the management and budget process for capital expenditures and maintenance of all buildings (assets) including apartment buildings, and working with third party entities.
- c. Monitors operations of the building systems to ensure proper performance, coordinates functioning and system documentation.
- d. Monitors energy and utility usage and equipment installation to ensure greatest efficiency and adequate measurement.
- e. Maintains building plans and layouts and assists with facility planning, construction and remodeling projects and budgeting. Coordinates with architects and all contractors. This includes payment approvals and signing off on such projects.
- f. Assures that the snowmelt system is working properly to clear the walks during snow/ice events, that the entries are clear and shoveled. Coordinate with Calvin University on salting and clearing snow.
- g. Implements and coordinates trash and recycle policies and systems as required. Assign a student(s) to clean and pick up the trash for all offices including Administrative offices.
- h. Manages seminary events including as relates to scheduling the setups, tear down and clean-ups with student worker crew leader and verifying that the set-up, teardown and cleaning is/was completed as required. Work with the university in coordinating all wedding and special event set-ups. Confirm that the spaces have been restored to good order for the next day.
- i. Manages details for events and scheduling for open events to plan staffing needs for building opening, cleaning and set-ups or tear-downs, in conjunction with those doing room reservations.
- j. Manages the work order system and completes tasks for incidental daily occurrences such as: moving boxes, light bulbs, animals in the building, smells, heating and cooling issues, broken windows, insect and rodent problems, clogged toilets, and other things that arise in the course of the day.
- k. Obtains necessary cleaning supplies and kitchen supplies from reliable cost-effective sources.
- l. Continually monitors the state of the buildings, including the state of cleanliness, the schedule of events, safety of doors, windows, and walkways.
- m. Is on call for occasional facilities emergencies.

2. Ensure that Calvin Seminary property is a safe place to work and to live.

- a. Assesses building security and plans risk assessment and abatement. Acts as Safety Officer on Seminary premises. Reports Clear Act and fire information for required annual postings. This is done in conjunction with the Dean of Students, IT Manger and Housing Manager.
- b. Attends disaster planning meetings at Calvin University, and maintains CTS Disaster Plan and implementation of the plan.
- c. Functions as primary security representative in the daytime, regularly check the parking lot, the building and grounds, rooms, offices and common areas for disturbances, people who do not belong, and potential hazards.
- d. Keeps records of who holds CPR/First-Aid certifications and schedules renewal classes for those who need to recertify. Schedules other education/certifications as needed, such as fire extinguisher, forklift training, etc, for the Seminary community.
- e. Facilitate and maintain physical key system for all buildings. Work with University Campus Safety for lock pin and hardware needs.

3. Monitors and performs ongoing maintenance and repairs.

- a. Performs all maintenance tasks utilizing facilities maintenance specialists, student work crews, part-time workers and outside vendors as the complexity of the task would dictate. Contacts contractors for building problems as needed. A variety of tasks are accomplished by the incumbent within the constraints of time, ability and budget.
- b. Oversees grounds maintenance of the Seminary buildings, its parking lots, apartments and the Parsonage, coordinates special arrangements with the University and/or student workers or outside vendors for care of all facilities.
- c. Establishes schedules for regular cleaning and maintenance of facilities, such as carpet cleaning, HVAC, painting, etc.
- d. Manages Seminary owned vehicles to ensure regular maintenance, safety and monitors usage.
- e. Coordinates with Calvin University to make sure Seminary grounds work is completed.
- f. Manages Seminary owned equipment, such as lawn mowers, snow blowers, power tools, etc to ensure regular malignance, safety and monitors usage.

4. Provides training and supervision in areas pertaining to facilities.

- a. Hires student workers, trains them, monitors and evaluates their work, and consults with Human Resources when discipline or termination processes are required. Approves work hours entered in electronic timekeeping system for payroll processing, and monitors their schedules and responsibilities to ensure they are done in a timely and acceptable manner.
- b. Along with the Housing Manager, supervises the summer crew of student workers to make sure the needed cleaning, grounds work and apartment preparation work is completed.

5. Responsible for the upkeep of the Seminary parsonage and student housing apartments.

- a. Works with the Housing Manager on oversight of Calvin Seminary Apartments, the budget process for capital expenditures, and maintenance decisions, etc.
- b. Responds to maintenance and repair requests according to established communication systems.

6. Reporting and planning for all facilities matters.

- a. Sets project priorities within the overall maintenance and improvement program framework.
- b. Maintains building plans and layouts and assists with facility planning, construction and remodeling projects and budgeting. Coordinates with architects and all contractors. This includes project and payment approvals.
- c. Submits annual reports to the Board of Trustees.
- d. Participates as a permanent member of the Community Engagement Team, giving input on facilities related questions and requests.

- 7. Other duties as assigned to meet the needs of the facilities department and Calvin Seminary.

SUPERVISORY RESPONSIBILITIES:

This position directly supervises part-time facilities maintenance specialists, the student worker foreman and around 20-30 student workers who assist in maintaining the Seminary buildings and apartments. Also provides oversight of contractors utilized for Seminary-owned properties.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Ideally this position would have a minimum 10 years of experience in a wide variety of construction or facilities management or a combination of both. Familiarity with building and building operating systems is required. A four-year college degree or equivalent combination of education and experience is desirable. Experience in a higher education environment is preferred. Knowledge of computerized facilities management systems and previous supervisory experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Professional designation, such as International Facility Management Association (IFMA) FMP or CFM, state builder's license, is desired. Training in maintaining a boiler system and chilled water system is helpful. CPR and First Aid certifications up to date or willing to obtain certification.

COMMUNICATION SKILLS

The position requires positive interaction with Seminary students, faculty, and staff, as well as contractors. The position requires the ability to negotiate purchases; write proposals; plan, supervise, and appraise the work of others; interpret and apply seminary policies, and constructively deal with conflict. This position handles highly sensitive and/or confidential information.

ACCOUNTABILITY

The position has independent authority to take actions or make decisions that will affect processes, policies, and people throughout the organization and to the constituents who are served.

DECISION MAKING/JUDGMENT

The position requires broad latitude in decision making subject to executive-level review.

PERSONAL INTEGRITY

This position requires a person of unquestioned personal integrity demonstrated by honesty in word and deed, supportive teamwork, and ability to keep sensitive matters confidential. Additionally, because Calvin Seminary is the denominational seminary of the Christian Reformed Church in North America, deeply rooted in the Reformed tradition, the person must be familiar with and respect the Christian Reformed Church in North America and her constituencies. A vibrant Christian faith and engagement in the life of a local church are essential.

PHYSICAL DEMANDS/WORK ENVIRONMENT

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. The work in this position is performed within routine conditions, and occasional exposure to hazardous or unpleasant conditions. Ability to lift up to 50-60 pounds regularly. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.