

**Job Title:** Facilities Manager

**Position Type:** Full-Time

**Reports To:** Executive Pastor

**Location:** Valley Stream, NY

**Job Summary:**

Bethlehem Assembly of God's Facilities Manager provides oversight and leadership for the overall maintenance, safety, and functionality of all church campuses, including its school and pantry. This role is responsible for managing day-to-day operations of facility care, supervising custodial and maintenance staff, coordinating with vendors, and ensuring that all properties are well-maintained, clean, and ready to support the church's ministry, educational, and outreach efforts.

The ideal candidate is both hands-on and strategic, comfortable with doing maintenance work when needed, while also managing teams, systems, and vendors to ensure all facilities operate efficiently and in alignment with the church's mission.

**Key Responsibilities:**

**Facility Oversight & Maintenance**

- Supervise all routine and preventative maintenance across all campuses, including HVAC systems, plumbing, electrical, lighting, vehicles, and mechanical systems.
- Conduct regular inspections of buildings and grounds to ensure safety, cleanliness, and operational excellence.
- Oversee facility readiness for worship services, events, school operations, pantry distributions, and special programs.
- Lead snow removal, lawn care, landscaping, and seasonal maintenance across all sites.

**Team Leadership & Supervision**

- Manage, schedule, and provide direction to custodial, maintenance, and handyman staff across locations.
- Provide training and oversight to ensure safety standards, performance expectations, and task completion.
- Coordinate volunteer maintenance teams as needed.

**Vendor & Project Management**

- Oversee and coordinate with outside contractors and service providers for specialized repairs or large projects.
- Solicit bids, evaluate proposals, and monitor contractor performance.
- Track and manage facilities-related projects such as renovations, remodeling, and capital improvements.

**Resource & Budget Management**

- Manage facilities budget, including purchases of supplies, equipment, and maintenance contracts.
- Track receipts and purchases and submit them to the finance team in a timely and organized manner.
- Maintain inventory of supplies and equipment.

**Safety, Security & Compliance**

- Ensure compliance with safety codes, building regulations, and health standards.
- Establish and maintain emergency response procedures, including fire safety and building security protocols.
- Monitor security systems and coordinate access controls for staff and volunteers.

**Event & Ministry Support**

- Coordinate room setup and teardown for services, school events, pantry operations, and ministry activities.
- Ensure AV, furniture, and equipment needs are met for each event in collaboration with the ministry and events teams.

**Qualifications:**

- High school diploma required; Associate's or Bachelor's degree in Facilities Management, Construction, or related field preferred.
- 5+ years of relevant experience in facilities or property management; church or school setting a plus.
- Strong knowledge of building systems (electrical, HVAC, plumbing, mechanical).
- Hands-on experience with general maintenance, handyman repairs, and custodial functions.
- Supervisory experience with the ability to train, lead, and motivate a team.
- Strong project management, organizational, and problem-solving skills.
- Ability to read blueprints, work with facility plans, and manage vendors and contracts.
- Excellent interpersonal and communication skills.
- A heart for ministry and alignment with the mission and values of Bethlehem Assembly of God.

**Physical Requirements:**

- Able to lift, push, pull, or carry up to 80 lbs.
- Able to stand, walk, climb ladders, kneel, bend, and operate equipment for extended periods.
- Willingness to respond to after-hours facility emergencies when necessary.

Interested candidates should submit a resume and cover letter outlining their qualifications and experience to [aiseebrath@bethlehemag.org](mailto:aiseebrath@bethlehemag.org). Applications will be reviewed on a rolling basis until the position is filled.

**Equal Opportunity Employer:**

Bethlehem Assembly of God is an equal opportunity employer committed to providing a work environment free from discrimination. We do not discriminate based on race, color, national origin, gender, age, disability, or any other legally protected status in accordance with federal and state laws.

Bethlehem Assembly of God hires individuals who align with its religious beliefs and practices, ensuring all employees share and uphold the church's faith-based values. All employees must:

- Be in agreement with the **16 Fundamental Doctrines of the Assemblies of God**.
- Adhere to Bethlehem Assembly of God's **Bylaws and Constitution**.
- Follow Bethlehem Assembly of God's **Code of Conduct**.
- Be in agreement with the **Mission, Vision, and Core Values** of Bethlehem Assembly of God.