

# **St Paul's Church Dorking**

## **Job Description**

### **Facilities Manager**

#### **Hours of work**

It is envisaged that the post will require an average of 15 hours per week. There is a considerable degree of flexibility on actual hours worked, providing that the needs of the role are fulfilled. The hours of work will be reviewed every 6 months by the post-holder and the Chair of the Fabric Team (Jon Ruddock, Churchwarden).

#### **Payment**

Payment is available for this post. The rate of pay should be discussed with the Chair of the Fabric Team in the first instance (Jon Ruddock, Churchwarden).

#### **Main Responsibilities**

To manage the maintenance and fabric of the church, church centre and all properties that St. Paul's PCC own, rent, or use.

#### **Duties**

- Overall management of facilities management issues relating to St Paul's Church Dorking, the Church centre and three residential properties
- Work closely with members of St Paul's staff, in particular the Church Operations Manager.
- Coordinate the work of the people supporting aspects of maintaining the properties as noted above.
- Be an active member of the Fabric Team, working with them on all aspects of the properties involved. Meeting commitment is 1 evening every 6-8 weeks.
- Work alongside other members of the Fabric Team with regard to any items raised in quinquennial inspections. Arrange and supervise anything highlighted in the report, with support from other Fabric Team members.
- Work with Nick White (or replacement) to make sure that proper insurance is in place and is at the right level. Making sure that the insurance company is advised of any major work being undertaken at any property.
- Work alongside the St. Paul's Finance Team to liaise with utility companies, Gas, Electric telephones etc, and undertake to ensure the church has the best contract available.
- Arrange and manage contracts for refuse disposal, Fire Extinguishers and maintenance.
- Ensure appropriate maintenance contract are in existence and liaise with contractors regarding same (e.g. electrical checks, PAT testing, Fire Alarms, security systems, screens, projectors etc.).
- Use facilities management software to support scheduling and record keeping as necessary.
- Have oversight of services such as window cleaning, gardening and upkeep.
- Manage usage, servicing and repair of the heating system.
- Ensure statutory H&S and Fire regulations are adhered to in respect of the buildings.
- Oversee and monitor church security and access systems in conjunction with the Fabric Team, arranging servicing and repair as necessary.
- Be a named key holder.

- Manage the issue of church access keys and alarm fobs and keep an up to date list of all key holders. Manage the wardens' policy for key issue ensuring that keys are returned if they are being misused or not being used. Manage reallocation of keys when position holders change.
- Ensuring systems are in place so that there is access to the church and centre as needed outside the office hours and that the premises are left secure after use.
- Ensure that repairs are carried out in a timely manner.
- Ensure all booked maintenance and repair work is entered into the church diary, liaising with the Church office staff and Church Operations Manager.
- Manage equipment inventory and upkeep.
- Welcome all contractors and workmen in a manner that reflects the Christian values of the Church.
- Advise and support the Church Warden responsible for the Fabric Team with budgetary matters as necessary.

#### **Line management and other responsibilities**

- Responsible to Incumbent, report to the Chair of the Fabric Team (who will be a Warden).
- Liaise with Operations Manager, Catering Manager, and Wardens.
- Member of the Staff Team.
- Member of the Fabric Team.
- This post has no direct line management responsibilities.

#### **Signing Authority**

- The Facilities Manager is authorised to make payments to contractors within the annual budget agreed by the PCC, and within the scheme of delegated authority also to be determined by the PCC.

#### **Other**

- This job description outlines the main duties of the role. On occasion, it may be necessary for the post-holder to undertake reasonable additional duties as required by their line manager.