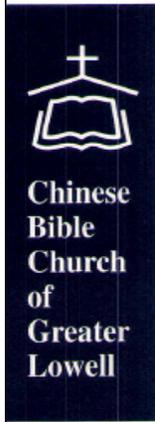


Nov 15, 2016



羅威爾華人聖經教會

197 LITTLETON ROAD
CHELMSFORD, MA 01824
TEL (978) 256-3889/6276
FAX (978) 256-0056

Position opening: Church Facilities Manager

This is a part time position (no more than 28 hours per week) reporting to Deacon Chair and Senior Pastor.

Position summary

The Facilities Manager plays an important role in the ministry of CBCGL by maintaining the church's property and facilities in a way that provides a welcoming and clean environment. The Facilities Manager is also responsible for the hiring, supervision, planning, and monitoring of all custodial/house cleaning staff and landscape maintenance staff to ensure that all buildings are maintained in clean, orderly, and acceptable manner and condition.

Initial responsibilities:

1. Coordinate the move from Building B to Building A and supervise the renovation projects of Building A.
2. Be a liaison person to interact with the general contractor of the Building B construction project.

Duties and Responsibilities:

1. Monitor church facilities to determine need for repair and maintenance.
2. In consultation with Deacon Chair, procure, negotiate contracts for services, and supervise all outside contractors engaged in repair, maintenance, and operations of the physical plant (HVAC, plumbing, electrical, carpentry, painting, flooring, roofing, etc.).
3. Monitor HVAC systems to ensure that chemicals, filters, metering equipment and all other components are properly functioning and well maintained.
4. Oversight of all landscape maintenance, trash control and removal and snow plowing.
5. Responsible for ensuring that all lamps and lighting, both interior and exterior, are in operation, repairing or arranging repair as needed.
6. Monitor and provide periodic maintenance for fire and safety systems, and security breach.
7. Develop and oversee a team of volunteers to serve in maintenance.

8. Other duties and responsibilities as directed by the Deacon Chair and/or Senior Pastor related to facilities operations and maintenance.

Qualifications:

1. Applicant must be a CBCGL member
2. Has calling and a heart to serve in CBCGL
3. Proficient in both Chinese and English
4. Practical experience in managing properties.
5. Work well with a team
6. Display organizational skills
7. Computer Skills

Compensation: \$20 - \$25/hour depending on experience

Applicants please e-mail your cover letter and resume to the attention of Elder Rick Shih at rickshih22@gmail.com