



## Facility Manager

Status: Full-time

Working Days: Typically Monday - Friday; a spirit of flexibility is expected

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### About The Meeting House

We feel God is calling us into a vision of: *Introducing spiritually curious people to the Jesus-centred life through a movement of Jesus-centred churches*. What does that mean? Through our Meeting House parishes and expressions across Southern Ontario, our desire is to honour God by proclaiming the irreligious message of Jesus and fostering loving communities of fully committed Christ-followers in a way that makes sense for that local context. We are all about Jesus first, which we believe results in our values of peace, simplicity, community, and mission. We are reimagining what it would look like to be a church that is fully activated for mission and engaging the spiritually curious around us. We are committed to evangelism and kingdom growth within our existing footprint and uniting with other Jesus-centred churches to amplify our Kingdom impact beyond our footprint in ways we have not imagined before. We need people who share excitement about this spirit-led vision and want to contribute their gifts, skills, expertise, and heart to this transformation! Check out our website for more details:

[www.themeetinghouse.com](http://www.themeetinghouse.com)

### Role

The Facility Manager oversees the development and maintenance of the Oakville building. This person is responsible for ensuring strategic plans and budgets are developed and executed for building maintenance, while ensuring the staff on this team are developed and resourced well. This role also works with other Meeting House departments to ensure activity throughout the building is well supported.

### Requirements

- Fully aligned with the message, mission and ministry strategy of The Meeting House
- Spiritual maturity to represent The Meeting House well
- Experience managing staff, along with a willingness to participate within a team that undertakes a variety of basic weekly tasks and building repairs as necessary
- Ability to develop and execute strategic plans and budgets
- Strong administrative skills with a commitment to getting things done
- Excellent relational skills with a professional approach to relationships
- 5-7 years of experience in a similar role in a fast-paced and dynamic environment
- Experience with technical production is an asset
- Experience with engineering drawings is an asset
- CFM or FMP designation with the International Facility Management Association is an asset

### Responsibilities

- Responsible for weekly maintenance, repairs, security and cleaning of the Oakville building, ensuring that it is always prepared and presentable for community gatherings
- Develop and execute the strategic plans and budgets for Oakville building
- Manage and develop the staff reporting to this position
- Oversee all capital and operational expenses; maintain capital equipment replacement reports and budget for expected capital expenses
- Project manager for various construction or renovation projects, including creating tender packages, selecting contractors, implementation and commissioning



- Manage Health and Safety program including all policies and programs, ensuring compliance of regulations and training of staff, guests and volunteers
- Provide support and guidance to ensure equipment is well maintained and in good working order at the Oakville site
- Maintain capital equipment replacement reports and budget for expected capital expenses
- Ensure all building policies are reviewed and updated annually to comply with regulatory developments and client needs
- Manage contract relationships with outside services for regular maintenance, unplanned and planned repairs and facility upkeep
- Provide on the ground support (and step in, as needed) for rentals and facilities events/projects
- Ensure that the risk of facility/equipment failure on a Sunday morning is assessed and managed
- Ensure industry best practices and the most current and cost-efficient means to manage our facilities are utilized
- Other duties, as required

### **Relationships**

Reports to: Operations Director

Direct reports: Facility Staff

### **What We Offer**

You will lead and work alongside amazing people in our community who love Jesus and are learning to put into practice what it means to follow Him. You will join a staff team who genuinely care for each other, love what they do and strive to work to the best of their abilities. None of us are superstars; we just try to authentically follow Jesus together. We believe we have been effective at reaching and engaging those who are not into traditional church.

### **Hiring Statement**

We believe that the body of Christ is unified when each of us is encouraged, recognized, and able to serve out of our gifts, and that the church is at its best when church leadership represents the communities in which we serve. At The Meeting House, we want to do better. We strongly encourage women and men, and people of all ethnicities and abilities who love Jesus and are aligned with our vision and values, to consider applying for a staff role.

We strive to achieve equality in the workplace, which means no one will be denied employment opportunities or benefits for reasons unrelated to fit for a role. We also understand employment equity means more than treating individuals in the same way but requires special measures and the accommodation of differences. In this way, we are following Jesus in our hiring practices to create a diverse and inclusive workplace reflecting the body of Christ.