

# **Job Description**

## **Grace United Methodist Church (GUMC)**

### **Merritt Island, FL**

**POSITION TITLE:** Facilities Manager

**REPORTS TO:** Pastor

**DATE APPROVED:** January 2026

Responsible for management and administrative tasks, plus some hands-on maintenance work, related to all maintenance and repair to support the daily operations of the buildings, grounds, and equipment needed to support the ministries of GUMC. Includes supervision of volunteers, custodial staff, plus contract procurement and oversight of contracted work.

#### **Property**

Sanctuary, Fellowship Hall, Scout Building, Education and Administration Building (E&A), Grounds/Parking Areas, Vehicles, and the Parsonage.

#### **Work Hours**

Maximum work hours scheduled not to exceed 20 hours each week. Actual work hours will be coordinated with the Pastor on a weekly basis and will vary as needed to support the GUMC.

#### **Supervision**

Work will be done as directed by the Pastor and may be prioritized by the Board of Trustees. Hiring/dismissal will be coordinated with the Staff Parish Relations Committee.

#### **Wage Related**

Pay period is every 2 weeks. First paycheck will be 2 weeks after work start date.

#### **Job Qualifications**

- Possess a valid FL driver's license
- Able to pass a background check including fingerprinting
- Previous experience in maintenance and handyman work
- Associate or bachelor's degree or equivalent work experience
- Working knowledge of construction disciplines: mechanical, electrical, plumbing, structures, etc.
- Good computer skills with a focus on Microsoft Office, especially Word and Excel.  
Able to use specialty computer software to operate systems for the purpose of cross-training.  
(HVAC, door locking systems, fire, etc.)
- Good working knowledge of hand and power tools
- Self-motivated, organized, and able to work with minimal supervision.
- Ability to walk, stand, bend, climb stairs and tall ladders. Must be able to lift 50 lbs. comfortable working at heights, and working outside in summer heat.
- Demonstrated ability to prioritize, plan, schedule, and accomplish goals (with interruptions) to ensure duties are completed in a timely manner.
- Good communication and interpersonal skills especially face-to-face
- Lead and direct work of volunteers and staff
- Able to work well with others in a team environment between staff, Board of Trustees and members of the congregation.

## **Primary GUMC Responsibilities**

**(In addition to being able to do the hands-on work listed below, the person in this position will be managing and overseeing any work performed by a handyman or contractor)**

- Exterior building maintenance and repair to include but not limited to:
  - Doors and windows
  - Building and window pressure washing
  - Paint
  - Roof and Gutter
- Interior building maintenance and repair to include but not limited to:
  - Bug Control (limited)
  - Ceiling, wall, and floor repair and paint
  - Mandatory inspection support
  - Electrical and Power systems including lighting
  - Gas System
  - Water Systems and Plumbing (sinks, toilets, showers, fountains, main water line)
  - Communication Systems (phones and data)
  - Coordinate and support mandatory inspections
- Grounds maintenance and repair to include but not limited to:
  - Fences
  - Landscaping (including equipment, tables, play area)
  - Lights
  - Memorial Garden (fountain and internment support)
  - Parking areas
  - Signage
  - Sprinkler systems
  - Walkways
- Vehicle and Trailer maintenance and repair
- Tools
  - Able to operate all powered tools and equipment owned by GUMC including powered cleaning equipment.
  - May need to provide personal tools for use
- Custodial duties needed (only when the other entities are not available) will include but not limited to the following:
  - Spills
  - Trash and garbage disposal
  - Emergency cleaning as needed
  - Stripping and waxing floors
  - Carpet cleaning

## **Administrative Duties**

- Contract procurement and oversight
- Attend scheduled staff meetings
- Attend Trustee meetings (usually evenings)
- Manage set budget and adhere to budget requirements

**View and submit the [Grace UMC Online Employment Application](#)**