



# FACILITY MANAGER

## OVERVIEW

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The Facility Manager at Stony Plain Alliance Church will be responsible for overseeing the operation and maintenance of the church building and grounds. This will include providing oversight and responsibility for the building, grounds, parking lot, equipment, building systems, and general security, ensuring the facility is fully operational and prepared for services, ministry events and facility rental events. This will include overseeing and coordinating maintenance/repairs for the church building, grounds, equipment and property by acting as the church representative in coordinating with outside contractors and inspectors.

**Hours:** 10-15 hours/week

**Pay Rate:** To be negotiated

**Start Date:** As soon as possible

## RELATIONSHIPS

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- Reports to the Director of Operations, Emalee Lane
- Works in conjunction with the facility custodian and administrative staff as it pertains to the facility schedule.

## ROLE SPECIFICS

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- Manage and when able, perform work related to the maintenance and repair of the facility (including but not limited to building inspections, HVAC, plumbing, electrical, mechanical, landscape, waste management and security)
- Schedule and coordinate work with outside contractors as necessary
- Ensure all church facilities and grounds are well maintained and ready for Sunday services and mid-week events
- Serve as primary contact for facility related emergencies, which may require evening and weekend work
- Help to develop and implement, monitor, and follow policies and procedures designed to improve operations, minimize operating costs, and provide efficient use of labor and materials
- Responsible for planning future facility and grounds projects with Director of Operations
- Maintain expenditures related to the building and grounds repairs and maintenance in accordance with the approved budget

- Responsible for purchasing and maintaining supplies and equipment as needed and approved
- Work with the Director of Operations and Board to report problems, solutions and costs associated with projects not approved in the budget, and provide input for the development of the annual budget
- Develop, manage and care for teams of volunteers to help with grounds maintenance and facility projects

## **QUALIFICATIONS AND EXPERIENCE**

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- Knowledge and some skills in the practices, methods, and equipment utilized in facility maintenance, construction, and repair activities
- Knowledge or ability to gain knowledge of security practices and protocols related to facility management
- Knowledge or ability to gain knowledge of safety practices and applicable regulations
- Demonstrate a strong work ethic, ability to take initiative and problem solve
- Capable of coordinating multiple tasks and adjusting to changing priorities, meeting deadlines, working under pressure, and remaining flexible
- Strong communication skills in order to interact with vendors, contractors, volunteers and colleagues, as well as churchgoers and anyone making a facilities-related request
- Computer literate with some knowledge of Microsoft Office software
- Able to recruit, train and care for volunteers so the church is fully equipped to respond to any need pertaining to grounds and facilities
- Able to use discretion and maintain confidentiality at all times
- Demonstrate sound judgment in decision making
- Understanding of and alignment with the mission and vision of Stony Plain Alliance Church
- A committed follower of Jesus with a passion to serve Jesus by supporting and assisting others
- High school diploma and experience in facility maintenance and/or management or a related occupation. Preference given to experience or certification in a technical area such as HVAC, Electrical, Plumbing, Construction, Landscaping or an equivalent combination of education and experience sufficient to successfully perform the duties and responsibilities of the job listed above.

***Please submit your cover letter and resume to [info@spaconline.com](mailto:info@spaconline.com), attention Emalee Lane, by February 2, 2026. We thank you for your interest, however only selected applicants will be contacted.***