

Facilities Manager

Overview:

Peninsula Bible Church Cupertino is an elder-led congregation located in the heart of Silicon Valley with over 35 years of history. We enjoy considerable diversity in age, economic and family status, ethnicity, and personal style. We have a deep love for the Bible (as our name might suggest) and are evangelical in theology but independent of denomination. We are grateful for the stability of deep roots and excited about the adventure before us, “good works, which God prepared beforehand, that we should walk in them.” Please visit our webpage to find out more about us: <https://pbcc.org/what-we-believe/>.

We are seeking a Facilities Manager to ensure successful operation and function of our 55-year-old building, grounds, and systems in support of our overall mission. The position reports to the Business Administrator but also involves close communication with the pastoral staff and elder board regarding changing ministry needs. The role is a full-time salaried position (30+ hours/week) and provides on-call response in emergencies.

Responsibilities:

- Manage facilities staff, including recruiting, training and dismissal as needed
- Complete and/or oversee maintenance of all systems, including plumbing, electrical, HVAC, fire safety and irrigation
- Manage outside services, including: construction, refurbishment, landscaping, laundry and janitorial
- Maintain a strategic overview (current and historical) of all capital projects, including immediate and future priorities
- Ensure preventative maintenance activities are completed at intervals appropriate to reduce wear and tear and avoid system failures
- Assess systems breakdowns and determine required repairs
- Manage completion of in-house system repairs when possible
- Create and manage emergency response, safety, and security protocols to ensure compliance with applicable codes
- Schedule and manage outside vendors and review performance is up to contract
- Coordinate the set-up and take-down of chairs and tables to accommodate regular and special events
- Meet/direct deliveries and vendors
- Communicate regularly with staff and participate in regular meetings to coordinate schedules and assure readiness of the facilities for activities
- Serve as pastoral/admin staff liaison with the facilities team
- Meet with city/county officials (e.g., fire marshal, building inspectors) as needed to determine compliance with applicable codes
- Ensure all supplies and regular inventory are ordered and available when needed
- Ensure the overall cleanliness and safety of the facilities

Qualifications:

- Authentic relationship with Jesus Christ
- Spiritual maturity and personal flexibility in working with a diverse congregation and staff with priorities that may compete at time
- Experience in personnel and vendor management
- Knowledge and practical skills for assessment/completion of carpentry, plumbing, electrical, masonry, painting, electronics, and telecommunications work (previous experience in construction management would be preferred)
- Ability to read and interpret instruction manuals for HVAC, telecommunications, security, fire safety, lighting, and classroom-based sound, audio-visual equipment, and digital recording systems
- High-level planning and organization skills with attention to detail, including architectural details
- Strong interpersonal skills that foster successful verbal and written communications with staff, church members and vendors

To apply, interested candidates should submit their resume to the following e-mail address: bob@pbcc.org.

**Peninsula Bible Church Cupertino
APPLICATION FOR EMPLOYMENT**

Please Note: All candidates are required to complete and submit this employment application.

APPLICANT INFORMATION

Name: _____ Today's date: _____

Address: _____ City: _____

County: _____ State: _____ Zip: _____ E-Mail: _____

Home Phone: _____ Business or other phone: _____

If employed, can you submit verification of your legal right to work in the U.S.? Yes _____ No _____

How did you learn about this opening? _____

Please indicate yes or no. Are you available for full time _____ part time _____ overtime _____ temporary _____

Are there any limitations on the hours, days, or time you are available to work? _____

Are you able to perform the essential functions of the job for which you are applying, either with our without reasonable accommodation? Yes _____ No _____

If no, describe the functions that cannot be performed. _____

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

POSITION APPLYING FOR

Job title or type of work _____

Desired Salary _____ When can you start? _____

EDUCATION

Please begin with most recent college/university/technical school.

Name of educational institution/location _____

of yrs. _____ Completed Major _____ Did you graduate? _____ Diploma/Degree _____

Other training, certifications or education related to the job you are applying for:

Have you ever been convicted of or pleaded guilty to a criminal offense (felony or serious misdemeanor)?
(Convictions for marijuana-related offenses that are more than two years old need not be listed.) Yes _____ No _____

If yes, state nature of the crime(s), when and where convicted and disposition of the case.

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Were you a victim of abuse or molestation while a minor? Yes ___ No ___

We understand that this is a sensitive question and we're only asking it to provide, to the best of our ability, a safe environment for our children. If you prefer, you may refuse to answer the above question, or you may discuss your answer in confidence with a pastor rather than answering it on this form. Answering yes, or leaving the question unanswered, will not automatically disqualify an applicant for children or youth work. I would like to discuss this with a pastor or counselor. Yes ___

REFERENCES:

List below three persons not related to you who have knowledge of your work or ministry performance within the last three years. Include at least one PBCC or other church reference:

Name: _____

Address: Street _____ City _____ State ____ Zip _____

Occupation: _____

Telephone No. _____ Number of years acquainted: _____

Name: _____

Address: Street _____ City _____ State ____ Zip _____

Occupation: _____

Telephone No. _____ Number of years acquainted: _____

Name: _____

Address: Street _____ City _____ State ____ Zip _____

Occupation: _____

Telephone No. _____ Number of years acquainted: _____

PLEASE COMPLETE JOB HISTORY INFORMATION EVEN IF RESUME IS ATTACHED

EMPLOYMENT HISTORY:

List below all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for all periods of unemployment. Complete this section even if attaching a resume.

May we contact your present employer? Yes _____ No _____

1. Employer _____ Address _____

Type of Business _____ Your Position/Title _____

Your Duties _____

Manager's Name/Title _____ Phone _____

Dates of Employment: From _____ to _____ Salary: Starting _____ Final _____

Reason for Leaving _____

2. Employer _____ Address _____

Type of Business _____ Your Position/Title _____

Your Duties _____

Manager's Name/Title _____ Phone _____

Dates of Employment: From _____ to _____ Salary: Starting _____ Final _____

Reason for Leaving _____

3. Employer _____ Address _____

Type of Business _____ Your Position/Title _____

Your Duties _____

Manager's Name/Title _____ Phone _____

Dates of Employment: From _____ to _____ Salary: Starting _____ Final _____

Reason for Leaving _____

Attach pages for additional Employment History information

APPLICANT'S CERTIFICATION AND RELEASE

Please Read Carefully, Initial Each Paragraph and Sign Below

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that an omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and association from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

I understand that nothing contained in the application, or conveyed during any interview that may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

The following policies reflect our commitment to provide protective care of all children, volunteers, and employees who participate in church sponsored activities.

- We must take seriously Paul's admonition to "always conduct yourselves in a manner worth of the gospel of Christ." (Phil. 1:27).
- Adults who have been convicted of either child sexual or physical abuse may not be involved in any church sponsored activity or program for children.
- Adults working with children must observe the "two-adult" rule whenever possible; this requires that adults are never alone with children without an adult partner.

I agree to follow the policies and procedures of Peninsula Bible Church Cupertino.

I further state that I HAVE CAREFULLY READ THE FOREGOING PROVISIONS AND AGREEMENTS AND UNDERSTAND THE CONTENTS THEREOF AND I SIGN THIS FORM AS MY OWN FREE ACT. This is a legally binding agreement that I have read and understand.

Applicant's Signature Date

PLEASE SIGN HERE _____

DATE _____