

Job Description: Facility Manager (Part-Time)

Clearwater Church – Timnath, CO

Reports to: Executive Pastor

Status: Part-Time, Hourly

Overview

Clearwater Church is seeking a Facility Manager to oversee the care, functionality, and readiness of our building and grounds. This role ensures that our space is safe, welcoming, and well-maintained for worship services, ministry activities, and community events. The Facility Manager will take ownership of daily operations, maintenance schedules, vendor coordination, and event support.

This is a hands-on position for someone who enjoys problem-solving, teamwork, and making sure the physical environment helps support our mission of reaching 600,000 people in our region who don't yet know Jesus.

Key Responsibilities

Maintenance & Repairs

- Perform routine inspections and address facility maintenance needs (lighting, HVAC, plumbing, doors, furnishings, etc.).
- Coordinate with outside contractors and service providers when specialized repairs are needed.
- Respond promptly to facility-related issues or emergencies.

Building & Grounds Readiness

- Ensure the church facility is clean, safe, and set up for services, events, and weekly ministry use.
- Oversee setup and tear-down for church gatherings and special events as needed.

- Monitor and maintain landscaping, snow removal, and parking areas (directly or with vendors).

Safety & Compliance

- Ensure all systems are in safe working order and meet required codes/regulations.
- Oversee fire extinguishers, emergency exits, security systems, and safety equipment.
- Support safety team initiatives by maintaining a secure facility.

Stewardship & Administration

- Maintain facility budget for supplies, repairs, and vendors.
 - Order and stock cleaning and maintenance supplies.
 - Track maintenance schedules and develop preventative care systems for long-term facility health.
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Qualifications

- A personal commitment to Jesus Christ and alignment with Clearwater's mission and values.
 - Experience in facility management, maintenance, or a related field preferred.
 - Ability to perform minor repairs and basic troubleshooting (plumbing, electrical, carpentry).
 - Organizational skills and attention to detail.
 - Dependable, proactive, and able to work independently.
 - Ability to lift up to 50 lbs and perform physical tasks.
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Personal Characteristics

- Team player with a servant's heart.
 - Resourceful and solutions-oriented.
 - Flexible and able to adapt to changing schedules and priorities.
 - Takes ownership and pride in ensuring the church building serves the mission well.
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Compensation

- **Hourly Rate:** \$25-\$30/hour (based on experience).
- **Hours:** 15–20 hours per week (with flexibility around Sunday services, events, and occasional evenings/weekdays).

Apply

Please send your resume including a cover letter to careers@clearwaterchurch.com.