



## **Central Presbyterian Church - 593 Park Avenue NY, NY**

### **Director of Facilities**

Full-Time Position with Benefits; FLSA Exempt  
Reports to the Executive Director/Pastor  
July 2026

### **Purpose of Role**

Responsible for all aspects of facilities maintenance and operations, including coordinating and supervising facilities-related staff, vendors, and contractors; initiating and managing all necessary improvements; overseeing fire and life safety systems and training; and ensuring compliance with all local, state, and federal regulations. The position also ensures compliance with all local, state, and federal regulations. The Facilities Director serves all programs, departments, and offerings of the church, ensuring participants experience a clean, safe, and inviting facility that functions properly. The person in this role will be mindful of the church's historic nature and maintain the recently restored aesthetic to enhance the congregant experience and uphold neighbor appreciation.

### **Key Job Responsibilities**

The Facilities Director is responsible for, but not limited to, the following at the church property at 593 Park Avenue in Manhattan. The expected work week is Sunday through Thursday.

- Responsible for the proper functioning of all building systems, including HVAC, electrical, gas, steam, lighting, kitchen, roof, doors, access, plumbing, fire detection and suppression, alarm, boiler, elevators, and other systems
- Maintain and, if necessary, acquire all manuals and drawings for all systems and equipment
- Manage and use the Building Management System (BMS) to balance comfort and cost
- Maintain a record of all building assets and systems in Central's CMMS (eSpace), including work orders, serial numbers, maintenance and repair history, expected life, and replacement costs
- Develop and implement preventive maintenance schedules for all equipment. Populate and manage the CMMS system (eSpace)
- Monitor the condition, quality, and appearance of the facilities and all related equipment
- Perform or supervise daily maintenance, repairs, construction, cleaning, and room setup
- Oversee the operation, maintenance, and mandatory testing of all fire detection and suppression systems and any related training
- Manage all submittals required by individual city agencies and maintain a secure display board of all permits, filings, and other compliance documents
- Plan, assign, and supervise facilities-related personnel, contractors, and vendors
- Maintain relationships with and manage contractors and vendors for the above systems

- Request, write scope, and negotiate facilities-related contracts
- Coordinate and oversee external contractors for facility-related projects, repairs, and maintenance, ensuring quality, compliance, and cost-effectiveness
- Prepare and monitor annual and long-term facilities budgets and approve related invoices
- Lead after-hours and emergency on-call duty in response to facility needs, including scheduled weekend projects and events

### **Safety, Security & Compliance**

- Develop and implement safety procedures and protocols
- Ensure a safe and secure environment for all occupants by implementing and monitoring safety procedures and coordinating security personnel
- Ensure all work is performed in compliance with appropriate standards and safety regulations
- Perform regular facility inspections to address safety risks and repair needs
- Develop and maintain a comprehensive facility safety management plan
- Conduct safety audits, evacuation drills, lockdown exercises, and other facility-related initiatives as operational and safety demands dictate

### **Event Management**

- Assist staff and volunteers with the physical planning of events, including furniture management and operations support
- Coordinate and assist with the scheduling, setup, breakdown, and cleanup of all special events, meetings and church activities

### **Training, Education, and Experience, Skills**

- Bachelors degree preferred
- Ten years of experience in property/facilities management or equivalent preferred
- Strong project management, leadership, communication, and organizational skills required
- Proactive, hands-on approach to facility management
- Strong experience in HVAC, electric, plumbing, and all mechanical areas is mandatory
- Experience using CMMS, BMS, MS Office or Gmail Suite is mandatory
- Experience interacting and communicating with all relevant city agencies including DOB, NYCFD, DOH, NYPD and other agencies as necessary

### **Expectations of All Central Staff**

- A commitment to the vision and values of Central
- A personal and growing relationship with Jesus as Lord and Savior, reliance upon his grace, and a commitment to the authority of Scripture
- A willingness to work within the church's leadership structure and procedures

- A teachable spirit, positive attitude, flexible nature, and a sense of humor
- A dedication to excellence, integrity, humility, and creativity for the glory of God
- Ability to work effectively and collaboratively with staff and volunteers

### **About Central Church and Resound Project**

Central Presbyterian Church is a historic, 200-year-old congregation in the heart of New York City that has experienced significant renewal over the past 20 years and is currently home to a diverse body of seasoned leaders, many families, and a dynamic body of students, young professionals, and artists. Central launched Resound Project in 2021 with a vision to strengthen new and existing churches in light of the changing cultural context so that the gospel of Jesus Christ might resound to the next generation. Resound Project is constituted as an initiative housed within Central Church and under the oversight of Central's officers along with its own President and advisory board. It will remain deeply tied to Central through interlocking board appointments, the fact that Central's Senior Pastor is Resound Project's President, and also Central's role as a leading source of funding for the foreseeable future. The combined budgets of Central Church and Resound Project range between \$4 and \$5 million annually, with plans to scale both entities over time.

If you believe your qualifications and background align well with this role, please apply [here](#).

Questions? Please email [info@centralchurchnyc.org](mailto:info@centralchurchnyc.org) and we will reply to you at our earliest convenience.