About UUCB

The Unitarian Universalist Church of Berkeley is a welcoming and vibrant congregation. Our mission is to create loving community, inspire spiritual growth, and encourage lives of integrity, joy, and service. We foster a spirit of generosity and trust that encourages care for our church home and affirms diversity and relationships consistent with Unitarian Universalist principles.

About the Role

We are looking for a hands-on Facilities Manager to care for our building and grounds, manage facilities projects and contractors, and make sure the people who use our space (congregants, event hosts, and rental clients) have what they need. This role requires basic handyman skills for daily repairs, the ability to troubleshoot larger equipment such as commercial kitchen equipment and HVAC systems, and the administrative skills to keep projects, vendors, and schedules organized.

Flexible structure: We will fill this work as either one full-time position or two part-time positions (about 20 hours/week each), depending on the strengths of the candidates who apply. The work falls into two areas, and part-time candidates may apply for either area or both:

- Maintenance and Repairs: hands-on repairs, preventive maintenance, and equipment upkeep; may oversee our Facilities Assistant.
- Administration, Contractors, and Projects: contractors, capital projects, budget tracking, rentals, and event host scheduling.

We will build the role around our strongest applicants.

What You Will Do

Maintenance and Repairs

- Perform and oversee daily repairs and maintenance: minor plumbing and electrical, drywall patching, painting, door and lock repair, furniture and fixture repair, and grounds upkeep
- Troubleshoot, maintain, and repair larger equipment and systems, including commercial kitchen equipment, HVAC, and water heaters
- Follow a preventive maintenance schedule, including contractor maintenance and safety inspections
- Know when a repair needs a licensed contractor, and coordinate that work
- Keep the facility and grounds safe, clean, and ready for services, events, and rentals

Administration, Contractors, and Projects

- Manage contractors and vendors: request bids, schedule work, confirm scope, and review invoices
- Work with the Operations Director and our Buildings & Grounds committee to plan and complete capital projects on time and within budget
- Contribute to the annual capital and operating budgets and manage facilities expenses
- Schedule and oversee event hosts so the building is opened, set up, supervised, and closed for events and rentals
- Coordinate with rental clients and congregational groups
- Maintain work orders, repair logs, and equipment records, and keep supplies stocked

Supervision (assigned based on final staffing structure)

- Support and manage the Facilities Assistant, contractors, and event hosts

What We Are Looking For

You do not need every skill listed. We will consider each candidate's strengths and how they fit together with the rest of the team.

- Required for all positions: proficiency with Microsoft 365 (Outlook, Word, Excel, Teams, and OneDrive)
- Maintenance and Repairs: demonstrated experience with general building repair and maintenance; experience with commercial kitchen equipment, HVAC, or similar systems, or a clear willingness and ability to learn
- Administration and Projects: experience managing contractors, vendors, or projects; strong organizational and scheduling skills; comfort with email, calendars, spreadsheets, and basic budget tracking
- Preferred: experience in a church, nonprofit, or community facility; experience supervising or coordinating staff or volunteers
- Compliance with our Safe Congregation Policy prior to active employment, including a Livescan fingerprint background check (convictions will not necessarily disqualify an applicant)

Physical Requirements

Maintenance roles involve moving around our campus, including hills and steep stairs, working safely on ladders and scaffolding up to 30 feet, working above shoulder height, and lifting up to 75 pounds. Part-time administration-focused roles have fewer physical requirements, and reasonable accommodation is available.

Compensation and Benefits

- Full-time (40 hours/week, exempt): $70,305 annually
- Part-time (about 20 hours/week each, non-exempt): $30.00 to $34.00 per hour, depending on experience
- Benefits: health insurance premium reimbursement, dental and vision group plan, life and long-term disability insurance, 401(k) contribution of 10% of pay (after meeting hours worked requirement), starting at 3 weeks' vacation, 24 days of sick time, and paid holidays. Part-time positions working 20 or more hours/week receive pro-rated benefits. All benefits are subject to eligibility requirements.

Schedule

Typically Monday through Friday, with occasional weekend or evening hours and equivalent time off during weekday hours. Part-time schedules will be set by agreement with the Operations Director. This position reports to the Operations Director.

How to Apply

Please send your resume and a short cover letter to Jobs@uucb.org. In your letter, tell us which option you are applying for: full-time, part-time Maintenance and Repairs, part-time Administration and Projects, or any of these. The position will remain open until filled.

UUCB is an equal opportunity employer and welcomes applicants of all backgrounds.