



Maintenance Manager

Type: Salaried, full-time, Sun-Fri, weekend support as needed

Reports to: Executive Director of Operations

Location: Onsite at 2203 Lakeway Blvd, Lakeway, TX 78734

About Lakeway Church

Our purpose is to glorify God. Our Mission is to proclaim the Word of God and to lead those who receive it to become fully devoted disciples of Jesus Christ by equipping them to walk daily with Him.

About The Position

Lakeway Church is seeking an experienced and ministry-minded Maintenance Manager to oversee the maintenance, safety, functionality, and excellence of our campus. This role is responsible for leading the full facilities operations of the church and grounds, including maintenance, custodial services, repairs, vendor relationships, safety and compliance programs, budgeting, and long-term facilities planning.

The Maintenance Manager creates an environment that supports worship, discipleship, and community gatherings by ensuring our buildings and grounds are maintained with excellence. This person leads the Facilities team—including Maintenance Associates and custodial/contract support—while also coordinating with church staff, preschool staff, ministry leaders, and volunteers.

We are looking for someone who loves Jesus, leads with integrity, loves working with their hands, and serves with professionalism in managing the physical campus entrusted to our care.

Qualifications

- A committed Christian with a heart for serving the church
- Proven experience managing facilities, maintenance operations, or building systems
- Strong working knowledge of building infrastructure: HVAC, electrical, plumbing, irrigation, roofing, lighting, access control, welding and basic carpentry
- Experience or ability to supervise staff, contractors, and volunteers
- Comfortable working with ladders, lifts, roofs, tools, and repair equipment

- Strong communication skills—clear, friendly, and professional
- Highly organized with the ability to prioritize and delegate tasks
- Familiarity with facility safety standards, ADA, building codes, fire and life safety systems, and inspection requirements
- Ability to manage budgets, approve invoices, and oversee annual service contracts
- Ability to coordinate projects, track maintenance schedules, and support long-term capital planning
- Ability to use microsoft suite, smart phone, email and phone
- Willingness to submit to background and reference checks

Primary Responsibilities

Leadership & Team Oversight

- Supervise, schedule, lead and hold accountability Facilities Associates and custodial staff/contractors
- Provide performance feedback, training, and support for team members
- Maintain a professional, ministry-oriented culture focused on service, stewardship, and excellence

Facilities Operations & Maintenance

- Oversee all day-to-day maintenance and repairs across campus (mechanical, electrical, plumbing, carpentry, irrigation, lighting, doors, locks, and general repairs)
- Ensure building systems are functioning properly and proactively identify facility needs before they become issues
- Plan and manage preventative maintenance schedules for all major systems
- Oversee building readiness for Sunday services, weekly ministries, preschool operations, and events
- Respond to urgent facility issues, alarms, and system outages (on-call)

Custodial Oversight

- Supervise custodial staff and/or contracted janitorial services
- Ensure campuses, classrooms, restrooms, preschool spaces, common areas, and worship environments are clean, safe, and prepared
- Maintain cleanliness standards and inspect regularly for quality control

Event & Ministry Support

- Coordinate, execute and support event setup/teardown with Facilities Associates, contractors and custodial teams
- Ensure spaces are prepared for weddings, funerals, special services, Christmas, Easter, classes, and church-wide events
- Work with preschool leadership to support space usage, playground maintenance, and safety standards

Vendor & Contractor Management

- Manage relationships with contractors including HVAC, plumbing, electrical, security systems, elevators, landscaping, janitorial, and fire safety vendors
- Oversee annual maintenance contracts and service schedules
- Obtain quotes, evaluate proposals, and ensure timely and quality work from external contractors
- Ensure compliance with warranties, inspection deadlines, and contract requirements

Compliance, Safety & Security

- Ensure campus compliance with building codes, safety standards, fire safety requirements, ADA considerations, and insurance compliance
- Oversee fire alarms, life safety systems, extinguishers, emergency lighting, elevator inspections, and security systems
- Conduct regular safety inspections of campus and playground environments
- Develop and maintain facility-related safety procedures, lock/unlock schedules, and emergency response protocols
- Coordinate with Lakeway MUD, Hurst Creek MUD, and other local agencies related to utilities, leaks, and compliance notices

Budget Management & Capital Planning

- Develop and assist with the annual facilities budget, including maintenance, custodial, supplies, service contracts, and emergency repairs
- Collect invoices, track spending, and maintain cost-efficient operations with the Director of Operations as needed
- Assist as the facilities expert for the long-term capital planning for facility upgrades, equipment replacement, and future campus needs

- Participate in strategic campus planning with Operations and Leadership

Campus & Grounds Care

- Oversee maintenance of grounds, walkways, patios, parking areas, and landscaped areas, willing to sweep, pressure wash, leaf blow, etc as needed
- Ensure playgrounds, preschool/nursery equipment, and campus furniture remain safe and operational
- Monitor church vehicles and mechanical equipment for maintenance needs

Additional Operational Responsibilities

- Ensure campus is properly secured daily, including weekends
- Oversee key control, rekeying, and access systems with the Director of Operations
- Manage inventory of tools, supplies, and maintenance materials
- Complete or delegate minor repairs including welding, carpentry, irrigation fixes, lighting replacements, plumbing repairs, and general improvements

Physical Requirements

- Ability to sit, stand, walk, bend, climb, kneel, and lift up to 50 lbs
- Ability to work indoors and outdoors in all weather conditions
- Ability to work on ladders, lifts, and roofs
- Ability to respond to campus emergencies or off-hours issues as needed
- Ability to work full shifts (8 hours) of physically demanding tasks

Other Duties

- Perform any additional responsibilities assigned by the Church Operations Director
- Support the mission, vision, and values of Lakeway Church in all work performed

Benefits

- Health, Dental, and Vision Insurance
- 401K + Matching
- Life Insurance + Paid Time Off