

**JOB DESCRIPTION
FACILITIES DIRECTOR
GRACE BAPTIST CHURCH AND GRACE CHRISTIAN ACADEMY**

Job Title: Facilities Director
Reports to: Director of Executive Operations and Finance
Time Status: Full Time
FLSA Status: Exempt
Classification: Director
Start Date: Immediately

SUMMARY

The Facilities Director is responsible for the planning, organizing, developing, and directing the overall daily maintenance and operation of Grace Baptist Church and Grace Christian Academy facilities and campus in accordance with policies and procedures, current federal, state and local standards, guidelines and regulations governing our campus to assure that all facilities are maintained in a safe and comfortable manner.

The Facilities Director has the opportunity to be deeply involved in the lives and ministry of the church and its outreach to the community; to achieve satisfaction in knowing that through the proper care of church buildings and grounds, you are serving the Lord; to help give a positive first impression of the church and assist the various ministry areas in performing their ministry efficiently and effectively.

QUALIFICATIONS

The qualifications listed below are representative of the desired knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in related field, preferred and/or a minimum of five years supervisory experience in related areas.
- Minimum of three years of supervisory experience in managing, motivating, training, disciplining, appraising, and directing the efforts of professional and technical staff in a maintenance/facility operated related position.
- An active member of Grace Baptist Church.
- Committed to the core values of the church.
- Committed to Biblical tithing (a minimum of 10% gross income)
- Ability to maintain sensitive confidential information.
- Ability to work independently, without direct supervision, as well as work cohesively within a team environment.
- Ability to work effectively managing multiple tasks and participants in a stress-related environment with ability to work in a team environment.
- Provide high attention to detail and accuracy with complete follow through.
- Ability to problem solve and resolve conflict.
- Must possess leadership ability and team building skills.

QUALIFICATIONS CONTINUED:

- Possess excellent organizational, project management, data entry, interpersonal, intrapersonal, and strong verbal and written communication skills.
- Well-developed problem-solving skills.
- Excellent time management and computer literacy/experience.
- Working knowledge in operation and maintenance of facility management services
- Ability to handle stressful situations and seek out new methods of principles and be willing to incorporate them into existing maintenance and operations practices.
- Must have dependable transportation.
- Such alternatives to the above qualifications as deemed appropriate and acceptable.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following, but are not limited to:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Flexibility to work outside traditional work hours.
- Responsible for development and over site of maintenance and operations budget
- Responsible for development of long-range goals for maintenance and operations
- Responsible for setting and maintaining work schedules of department staff/employees.
- Responsible for ensuring that all Grace facilities and campus are well maintained and has custodial staff, proper equipment, and the supplies needed to provide a clean environment.
- Responsible for ensuring that each maintenance, operations, custodial, and support employees receives training on proper use of equipment, training in proper cleaning procedures, receive asbestos awareness training and safety training established by OSHA guidelines and system requirements and procedures.
- Responsible for final approval of all new hires in the maintenance and operations department
- Responsible for the evaluation of all maintenance and operations supervisory and administrative employees
- Responsible for overseeing the process and approval of all contractual agreements for maintenance and operations.
- Communicate and work cooperatively with all Grace executive and administrative staff.
- Establish and maintain satisfactory, respectful working relationship within the Grace team.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervise employees assigned to the Facilities Department

CERTIFICATES, LICENSES, SCREENINGS, REGISTRATIONS

- The selected candidate must possess a valid social security number, valid driver's license and a current working home/cell telephone with a number that can be accessed by management personnel for business contact purposes.
- The selected candidate must submit to and have a successful background check and drug screen.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- While performing the duties of this job, the employee may regularly be required to sit, stand, or walk for extended periods of time.

WORK ENVIRONMENT

The individual will be assigned an office workspace at Grace Baptist Church from where (s)he will conduct official business.

CONCLUSION

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all-inclusive list of responsibilities, duties, and skills required of personnel. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and amend the work of any employee under his/her supervision. I understand that employment is at-will, meaning either the employer or the employee may terminate the employment with or without cause at any time.

I have received, reviewed, and fully understand the Job Description for Facilities Director. I further understand that I am responsible for the satisfactory execution of the essential duties and responsibilities as listed herein.

Employee's Signature

Date Signed

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