



FACILITIES DIRECTOR

REPORTS TO:

Executive Pastor

GENERAL JOB DESCRIPTION

The **Facilities Director** will oversee the management and operations of all the physical facilities at Redeemer Church. Provide oversight and responsibility for the buildings, grounds, parking lots, equipment, building systems, general security, and housekeeping, ensuring the facilities are fully operational, safe, clean and neat, and prepared for services and ministry activities. Oversee and perform maintenance/repairs for the church building, equipment (HVAC, electrical, plumbing, mechanical) and property, or act as church representative with outside contractors and inspectors coming onto the property or into the building.

PRIMARY RESPONSIBILITIES

Duties include but are not limited to the following:

- Manage and perform all work related to the maintenance and repair of facilities (including but not limited to building inspections, HVAC, plumbing, electrical, custodial, landscape, waste management and security)
- Ensure all church facilities and grounds are well maintained and ready for Sunday services and mid-week events
- Oversee custodial services of the facilities on-going.
- Responsible for purchasing and maintaining supplies and equipment on an on-going basis
- Serve as primary contact for facility related emergencies, which could require evening and weekend work.
- Implement, monitor, and follow policies and procedures designed to improve operations, minimize operating costs, and provide efficient use of labor and materials
- Maintain expenditures related to the building, facilities, and grounds repairs and maintenance in accordance with the approved budget
- Work with the Executive Pastor to report problems, solutions and costs associated with projects.
- Schedule and coordinate work with outside contractors, as necessary.

- Develop and manage volunteer facilities team. Schedule and coordinate efforts of the team, as needed.

Qualifications and Experience:

- Knowledge of the practices, methods, and equipment utilized in facility maintenance, construction, and repair activities; including skills and abilities related to plumbing, janitorial, electrical systems, painting, carpentry, construction and heating and air conditioning systems
- Knowledge of security practices and protocol related to facility management
- Knowledge of safety practices and applicable regulations
- Strong analytical and problem-solving skills
- Knowledge of the approaches and techniques involved in budgeting, labor relations, contract management, project management, record keeping, etc.
- Capable of coordinating multiple tasks and adjusting to the changing priorities, meeting deadlines, and scheduling of a growing church
- Demonstrate a strong work ethic and take initiative
- Ability to recruit and train others so the church is fully equipped to respond to any need pertaining to grounds and facilities
- Demonstrate sound judgment in decision making
- Understanding of and alignment with the core values, mission and vision of the church
- Must be integral and committed to living a public life that is founded in Christ likeness and above reproach

Work Schedule:

Employee will be required to work a minimum of forty (40) hours of per week or as many hours as it may take to perform above job duties. Schedule will include Sundays.