

TITLE: Facilities Director
STATUS: Salaried, Full-time
SUPERVISOR: Director of Operations

TEAM: Operations
DATE: Aug 2026

POSITION SUMMARY: Responsible for maintaining a safe, healthy, comfortable campus (facilities and grounds) for Greenwood Christian Church and School.

PRIMARY RESPONSIBILITIES: Work with Director of Operations to oversee facilities operations, complete routine maintenance, respond to emergencies, manage risk, and collaborate with contractors and maintenance personnel.

Facilities Operations

- Work with Director of Operations and school administration to accomplish facilities goals pertaining to the mission, vision, and values of Greenwood Christian Church and School.

Routine Maintenance

- Perform a variety of maintenance and repair functions in both the church and school.
 - a. Repair walls and touch up paint
 - b. Clean carpets and ceiling vents
 - c. Repair and/or replace light bulbs, ceiling tiles, etc.
 - d. General plumbing, HVAC, and electrical work
 - e. Mow grass and oversee the grounds volunteers
 - f. Develop maintenance processes and timelines to ensure optimum performance of facilities systems
 - g. Construct, install, repair items such as bins, racks, shelves, cabinets, partitions, doors
 - h. Hang bulletin boards
 - i. Perform demolition as needed
 - j. Complete construction and renovation

Emergencies/Risk Management

- Assist Director of Operations with the physical security of the building, including scan access.
- First on call list to be notified when security alarm is triggered.
- Conduct routine maintenance and assessments to ensure the building and grounds are safe.

Contractors:

- Develop quotes, and contracts and provide oversight for contractors who are either conducting site inspections or who have been hired for a church or school project.

Other duties:

- Help empty trash throughout the building.
- Set up and tear down tables and chairs for special events.
- Assist in snow removal and salting during inclement weather.
- Keep records and maintenance up to date on church and school owned vehicles.

REVIEW

The Director of Facilities will participate in an ongoing review process to ensure continual role accountability and leadership development. Review will be done by the Director of Operations. Performance will be measured relative to accomplishment of stated responsibilities, team leadership, and collaborative behavioral attributes.

WORKING RELATIONSHIPS

Direct Report to the Director of Operations

Collaborative partnership with Greenwood Christian School

KNOWLEDGE, SKILLS, & ABILITIES PROFILE:

- General maintenance knowledge including plumbing, HVAC, and electrical wiring a plus.
- Able to work in a busy environment full of children.
- Resourceful, creative problem-solver.
- Cares about both relationships and tasks.
- Able to work collaboratively with a variety of people.
- Willing to do any task, large or small.
- Receptive to being giving direction yet able to prioritize tasks and work independently.
- Willing to learn new tasks and receive on the job training.
- Unshaken by changing priorities, being flexible and available.
- Mowing and grounds work.
- Snow removal

PERSONAL ATTRIBUTES

- Member of Greenwood Christian Church with commitment to the mission, vision, and values of GCC.
- Passion for all people to experience full life in Christ.
- Energetic and positive devotion toward Christ and His Church.
- Integrity beyond reproach.
- Flexible, adaptable, coachable, and teachable. Must be open to honest feedback.
- Team player who works effectively with other staff members and volunteers.
- Servant-heart; servant leader

Signature

Date