

Facilities

Our mission is to help as many people as possible become totally committed to Jesus Christ

Primary Description:

Direct all church facilities related repairs and projects. Responsible for administration of all departmental policy and procedures through the effective supervision of all Facilities staff. Technically proficient and capable of performing all positions within the Facilities department. Proven managerial and supervisory skills. Responsible for hiring, training, supervising and counseling of employees. Successfully expedite preventative maintenance on all building mechanical related equipment and follow through. Ensure quality control and meet all budgetary requirements. Responsible for energy cost management.

Status: Full Time

Lines of Accountability: Operations Pastor

Ministry Responsibilities:

1. Develop employees and volunteers for future opportunities. Build volunteer teams to assist in all aspects of facility maintenance.
2. Communication should be accurate and timely. Use successful communication techniques to ensure staff and guests have a clear understanding of information. This should include an awareness of special needs. Conduct and facilitate effective meetings through established agendas, effective use of time and clear objectives. Prepare clear and concise correspondence, memos, letters, instructions and reports, following the correct format.
3. Be active in the management role of safety and security. Develop emergency, and injury/accident reporting procedures. Implement steps to ensure the safety of the staff and church members by developing safety plans.
4. Establish and maintain organization and office procedures in an efficient manner in all areas of the church. Initiate and execute a comprehensive training program for all departmental employees and ensure that all areas are maintained in an orderly fashion.
5. Responsible for documentation of all daily logs, readings and building inspection programs. Establish and maintain an aggressive preventative maintenance program for all building related equipment and follow through of the daily work order program's effectiveness. Take an active role in monitoring the progress of all special projects to include both in-house projects and those of outside

contractors. Successfully implement a comprehensive building inspection program to encompass all areas of the church. Administer all programs within budget guidelines.

6. Responsible for monitoring all services performed by outside contractors and vendors. Accountable for maintaining all exterior grounds keeping, parking areas and public access areas.
7. Accountable for facilitating aggressive energy management conservation programs and coordinates all energy consumption measures. Monitor such programs for maximization of efficiency and savings.
8. Contribute to the total repair and maintenance lines of the church's strategic plan and budget process. Recap past month's activities and update future action plans. Reforecast expenses based on financial updates. Achieve the department financial objectives on time and within budget.
9. Exhibit a "hands on" approach to training, developing and working along side employees and a commitment to individual growth. Maintain an open door policy to encourage and support positive employee relations.
10. Other duties as required or needed.

Therefore, since we are receiving a kingdom that cannot be shaken, let us be thankful, and so serve God acceptably with reverence and awe!

(Hebrews 12:28)