

## Facilities Director Job Description

**Dept/Ministry:** Facilities

**Supervisor:** Executive Pastor of Operations

**Work Hours:** Full Time up to 40 hours a week

**FSLA Status:** Exempt - Administrative Exemption

### UNIQUE ROLE

Responsible for the overall maintenance and cleanliness of the facilities at all campuses of CCV, which includes giving strategic direction to all facility personnel, overseeing remodels and construction projects, ensuring the support of preventative maintenance programs, ensuring proper upkeep and repairs of facilities equipment and vehicles; developing facility-related budgets, negotiating with vendors and/or contractors, processing maintenance and repair requests submitted by other departments and assigning tasks to the facilities team.

### CORE COMPETENCIES NEEDED

The core competencies needed for successful fulfilment of job responsibilities are listed below.

- **Team Player:** A team player values his/her coworkers and works collaboratively with them to achieve organizational goals.
- **Team Builder:** A team builder uses group skills and team building strategies to strengthen relationships among team members; improve motivation, communication, support and trust among team members; and inspire the team to maximize its potential and achieve its goals.
- **Project Manager:** A project manager oversees a project and creates and maintains an environment that guides the project to its successful completion.
- **Problem Solver:** A problem solver identifies concerns, problems or potential areas of concern in a timely and accurate manner and resolves them effectively.

### PRIMARY AREAS OF RESPONSIBILITY

Primary areas of responsibility include, but are not limited to the following:

- Supervise janitorial and maintenance staff, including assigning work, reviewing and evaluating work assignments for completion and compliance; make recommendations for improvements and modifications.
- Participate in the selection/hiring decision of subordinate staff; evaluate and recommend disciplinary action as appropriate; train and assign subordinate staff; and provide recommendations concerning performance and/or promotion.
- Develop budgets for buildings, grounds, maintenance, janitorial services, safety, supplies, and vehicles and equipment.
- Coordinate the overall planning and decision-making for maintaining the safety, utility, and appearance of the facility.
- Coordinate and supervise the work of outside contractors and vendors for crafts such as carpentry, plumbing, HVAC, electrical, auto mechanic, and inspect for completion of assignment.
- Act as liaison to security, fire alarm service, pest control service, and other providers.
- Maintain a building keying system and master keying record of all keys issued to and retrieved from employees.
- Submit budget-ready proposals for deferred maintenance projects.
- Serve on committees, task forces, and project teams as assigned.
- Respond to emergency maintenance requests as required; troubleshoot issues to determine cause and solution.
- Prepare and manage facilities expense budgets, and process financial paperwork according to established CCV protocol.

- Process maintenance and repair requests from other departments to determine the best course of action to respond to the submitted request.

## **ONGOING EXPECTATIONS**

- Live out CCV's Church strategy by engaging in a lifestyle of worship, community and serving.
- Live out the CCV Staff Values in relationships with other staff, congregation and community.
- Intentionally mentor and/or coach all direct reports and volunteer Team Members towards increasing levels of responsibility and leadership.
- Establish Objective and Key Results (OKR's) for ministry areas through direct reports. Coach direct reports and implement strategies for a high level of success in fulfilling these goals.
- Oversee and monitor compliance with Finances and HR policies and procedures for your ministry area.
- Oversee, conduct and report on performance evaluations for each staff member in your ministry area bi-annually.
- Work with each staff member on your team to maintain a balanced work schedule, working with CCV HR Team to keep track of vacation days, sick days, days off, make-up days, personal days etc.
- Serve at CCV Holiday Events and Special Events (e.g. Easter, Christmas, etc.).
- Maintain flexible working schedule as determined by the needs of the ministry.

## **QUALIFICATIONS**

- Experience or proven competency in the supervision of janitorial staff and/or building maintenance staff.
- General knowledge of industry standards and best practices as they relate to building maintenance.
- An interest and ability to research, learn and grow in knowledge of facility maintenance methods, practices and standards.
- Adept at utilizing a variety of software programs to perform administrative tasks such as recording/analyzing data, writing budgets, processing work orders, scheduling preventive maintenance, implementing building automation, and keeping records.
- Good written and verbal communication skills.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to:

- Stand, sit, walk and stoop, kneel, crouch or crawl.
- Climb, stairs and ladders
- Use hands/fingers: to handle or feel, operate, activate, use, prepare, inspect.
- Talk/hear: Communicate, detect, converse with, discern, convey, express oneself, exchange information.
- See: detect, determine, identify, recognize, judge, observe, inspect and estimate.
- Must frequently lift and/or move up to 50 pounds or more.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those a teammate encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office environment with open space that shares with other team members.
- Works both indoors and outdoors in construction environment and frequent high temperatures.
- Moderate to loud noise and works among large crowds of guests.
- On the road and in traffic while commuting to other campuses and businesses.

It is required that all CCV staff members are in agreement with the vision, values and doctrine of CCV and adhere to the guidelines and conditions for employment as outlined in the Employee Handbook.

It is a privilege to serve the Lord in ministry at CCV. Those who serve God at CCV are expected to embrace a high biblical standard of personal conduct and lifestyle both public and personal.