

## Job Description - Downtown Facilities Director

1. Perform all the duties below to the best of your ability.
2. Begin from day one recruiting and training the person who could do your job next.
3. Support ministry goals of Frontline church through areas of expertise, primarily in custodial care and maintenance, grounds, building operations, and mechanical systems.
4. Oversee day-to-day maintenance of the Downtown facilities
5. Ensure that resources are used effectively and efficiently to rectify any maintenance needs.
6. Ensure that Frontline facilities are in compliance with all city codes and ordinances.
7. Work in conjunction with all outside vendors and contractors.
8. Oversee regular volunteer teams and projects.
9. Work within an annual budget and forecast any major facility needs
10. Responsible for maintaining Frontline Downtown vehicles. This includes keeping all tags and registration current and overseeing regular vehicle maintenance.
11. Facilitate hospitality and a general sense of warmth and welcome of Frontline Downtown.