



Facilities Director

GENERAL DESCRIPTION

The Facilities Director plays a critical role in our mission to ***glorify God by making disciples who make big deal of Jesus where we live, learn, work, and play*** by ensuring that the physical environments in which ministry occurs are safe, clean and operational. They are skilled in completing some maintenance and repair tasks themselves, and in identifying and managing vendors to complete others. This is a full-time, salaried position.

PERSONAL QUALIFICATIONS

Education

- Relevant academic and/or trade qualifications are preferred; at least four years of directly relevant ministry or marketplace experience is required

Experience

- General maintenance and repairs
- Vendor management
- Balancing competing priorities
- Developing and leading volunteers and volunteer teams

Spiritual Life

- Has a vibrant and deepening love for Jesus and experience of the Gospel
- Models Christlikeness, both inside and outside of formal ministry
- Exhibits a heart of compassion, dependability/responsibility, and is a servant leader
- Lives above reproach both personally and socially

Spiritual Gifts – a strong composition of many or all of the following:

- Service
- Administration
- Wisdom
- Discernment
- Leadership

Skill Set – a strong composition of many or all of the following:

- Practical: able to identify and address facilities-related needs and issues
- Administrative: able to think through and manage details
- Independence: able to plan and execute multiple priorities with limited direction
- Communication: able to clearly express ideas with passion and grace
- Collaborative: committed to a team approach to ministry
- Highly relational: able to lead others relationally
- Developing: able to identify, equip and encourage other leaders

Passion/Calling

- A passion to make disciples of Jesus (*reach non-believers; grow believers; equip others to do the same*)
- A heart to equip and empower other leaders to do ministry
- A commitment to lead from a strong Biblical and theological foundation
- A desire to champion the mission, vision, values, culture and ministries of Southbrook Church

SPECIFIC ASSIGNMENTS/DUTIES

General Facilities Upkeep

- Maintain accurate and complete records (e.g. plans, systems, processes, contracts etc.)
- Develop and maintain an effective program of preventative maintenance
- Monitor all areas of the campus to promptly identify issues and concerns
- Complete maintenance and repair tasks consistent with training and experience
- Serve as out-of-hours contact for vendors and emergency services
- Evaluate and respond to space requests in accordance with the Facilities Use Policy
- Project-manage capital improvement and/or other significant initiatives
- Involve suitably skilled volunteers in facilities-related tasks
- Develop and manage the annual Facilities budget

Vendor Management

- Identify and vet high quality vendors to perform necessary services
- Establish clear expectations for contracted services
- Monitor performance of contracted services
- Hold vendors accountable for service delivery and issue resolution
- Develop and maintain collaborative partnerships with key vendors

Team Support

- Respond to ministry leader requests with urgency
- Communicate the status of outstanding items clearly and frequently
- Provide set-up and tear-down services for designated ministry events

Safety and Security

- Provide high-level leadership to the volunteer safety teams (i.e. medical, parking, security)
- Identify, equip and encourage volunteers and volunteer leaders
- Serve as point person for contracted traffic control officer scheduling and payment
- Maintain medical equipment supplies in accordance with current best practices
- Develop, implement and maintain emergency preparedness and incident response policies/procedures

GENERAL ASSIGNMENTS/RELATIONSHIPS

1. Serve as a member of the Operations Leadership Team (OLT)
2. Serve as a member of the Events Team
3. Meet regularly with key staff and volunteers
4. Participate in weekly staff meetings
5. Participate in all-staff events, including but not limited to Christmas and Easter
6. Serve the overall team when necessary
7. Reports to the OLT Lead