



## **JOB DESCRIPTION**

**Title:** Facility Director  
**Department:** Support Services  
**Reports To:** Executive Pastor  
**Pay Status:** Salaried  
**Exemption Status:** Exempt

**General Summary and Objective:** Oversight of all Crossroads Christian Church facilities both indoor and outdoor, in a supervisory and hands on manner in order to provide a safe, inviting, friendly, and warm atmosphere for all visitors to our facilities while supporting the church staff in all ministry areas.

### **Essential Functions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Managing and oversight of design, strategic planning, construction and maintenance of equipment, machinery, buildings and other facilities of Crossroads Christian Church
- Plan, budget, and schedule facility modifications, including estimates on equipment, labor materials, and other related costs
  - Needed knowledge and strategic planning to maximize value and minimize costs
  - Provide the stewardship required to maintain leadership on the environment
  - Navigate the requirements needed and mitigate the risk
- Lead overall facilities management to ensure safe, clean, and current buildings and related equipment within budget
- Ensure facility team projects assigned and maintenance requests are done timely by the team and prioritized appropriately
- Monitor and manage the power and energy systems within all facilities including storage facilities
- Oversight of HVAC maintenance, baptistery maintenance, building service contracts, trash disposal, pest control, landscaping, lawn care, parking lot maintenance, snow removal, church vehicles: insurance, repairs, and maintenance (gas, oil, car washes, plates, registrations, and licenses), custodial service, safety and security, interior equipment, roof repairs, etc. as coordinated and assigned within the facilities team members

- Research, recommend and implement facility best practices to improve efficiency and effectiveness.
- Recruit, lead and develop a team of employees and volunteers, inspiring them to achieve goals and grow in their relationship with God
- Develop and implement simplified and effective purchasing practices and procedures for facility and custodial related outsourcing and vendor contract negotiations
- Utilize ministerial gifts to encourage teamwork, mutual respect and support, and spiritual leadership with staff, volunteers, and the congregation

#### **Additional Responsibilities:**

- Performs other duties as assigned

#### **Requirements (knowledge, skills, abilities, education, etc.)**

- Fully committed follower of Christ
- Champion of vision, values, and culture of Crossroads Christian Church
- Ability to work in harmony with other staff members
- Exceptional model of personal integrity
- Knowledge and experience in facility management, construction, safety and security, and local building and fire codes
- Self-starter with the ability to work both in a team environment and without direct supervision
- Bachelor's Degree or Associates Degree with technical training in engineering, facility maintenance, or equivalent Degree or equivalent work experience
- Minimum three to five years of progressive experience and responsibility in a maintenance field, two of which were holding a supervisory position directing a team
- Ability to convey a positive professional image
- Demonstrated capacity to lead and administrate

#### **Work Environment**

Most work will be completed indoors; however outside work is likely and could include plumbing and landscaping. The environment is mostly office and auditorium space with moderate noise. There will be occasional exposure to loud noises from construction equipment including generators, lifts, and power tools. This role also routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

#### **Physical Demands**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands and fingers, and reach with hands and arms. This position has significant physical demands including set up and tear down, moving chairs, furniture, etc., walking the building, climbing

stairs, and lifting and moving items of 50 pounds or less.

**Position Type/Expected Hours of Work**

This position is full time, averaging 45-50 hours per week. Core work hours for this position are Monday to Friday 7 am-5 pm. Additional hours beyond this, evenings, and weekends will be needed and vary.

**Travel**

This position will have occasional travel for retreats, conferences, and training.

*June 7, 2017*

*The statements listed are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of duties and requirements. This does not establish a contract for employment and is subject to change at the discretion of the employer.*