



Director of Facilities and Maintenance Job Description

PURPOSE: Responsible for the general upkeep and oversight of buildings, grounds maintenance and supervision of the church custodial staff.

QUALIFICATIONS:

- Must evidence a personal relationship with Jesus Christ and demonstrate consistent progress toward spiritual growth.
- Must be a member of good standing and regular tither of Cornerstone Church.
- Must possess strong people skills and the ability to work with all age groups.
- Must possess the ability to organize and manage complex activities in a timely fashion with attention to detail and accuracy.
- Must have the ability to work effectively with others in a team environment.
- Must be willing to submit to the authority of the Senior Pastor and Church Administrator.

RESPONSIBILITIES:

- Develop and implement a formal “facilities program” that ensures the timely completion of both preventive and corrective maintenance on all church equipment, facilities, and grounds.
- Build a team of staff, contractors, and/or volunteers that perform the various facilities maintenance activities required to ensure constant operational readiness as it relates to church facilities and grounds.
- Create a supply replenishment process that ensures continuous availability of consumable supplies for all areas of the church.
- Recruit and oversee staff and/or volunteers needed to properly staff all church supply replenishment processes.
- Support and work with the church information technology (IT) infrastructure department (internet connectivity, firewall(s), VOIP, network cabling, WIFI networks, etc.) enabling growth and the accomplishment of the church’s mission.
- Develop and implement a formal Emergency Operations Plan ensuring the church is prepared for and capable of handling anything that might constitute an emergency.

- Within the framework of the Emergency Operations Plan, recruit and oversee security, parking, and other teams needed to ensure operational readiness as it relates to safety, security, and emergency preparedness.
- Manage and perform all work related to the maintenance and repair of facilities (including but not limited to building inspections, HVAC, plumbing, electrical, custodial, landscape, waste management and security).
- Ensure all church facilities and grounds are well maintained and ready for Sunday services and mid-week events.
- Perform janitorial/cleaning of the facilities mid-week, weekends, and as needed.
- Serve as primary contact for facility related emergencies, which may require evening and weekend work.
- Ensure proper scheduling of set up and take down for meetings, special events, worship, weddings, funerals, and otherwise as directed.
- Implement, monitor and follow policies and procedures designed to improve operations, minimize operating costs, and provide efficient and use of labor and materials.
- Maintain expenditures related to the building, facilities, and grounds repairs and maintenance in accordance with the approved budget.
- Schedule and coordinate work with outside contractors, as necessary.
- Manage all keys to the facilities. Keep the master of each key.
- Lock and unlock the doors for services, meetings, rehearsals, and events. Ensure the campus is clear, secure, and all lights have been turned off.
- Ensure church security
- Ensure that church vehicles are maintained.
- Function as overall project manager and operations coordinator for the implementation of the church's multi-site strategy.
- Assist the Church Administrator and in other ways as directed by the Senior Pastor.

EXPERIENCE & EDUCATIONAL REQUIREMENTS:

- This position requires a minimum of 5 to 7 years of experience as an Operations Professional in a corporate or church environment.
- Possession of an operations, business, or related degree is required. (Extensive ministry experience, in some cases, can be substituted.)
- The successful individual will be a strong leader with a solid work ethic and will possess a ministry mindset with the ability and inclination to lead and develop volunteers.
- A working knowledge of web and Microsoft Office applications is preferred.
- Must have demonstrated experience in managing a budget up to \$400,000.
- Proficient at Microsoft office.

REQUIREMENTS

- Must abstain from the intake of alcoholic beverages
- Must follow Biblical directives concerning Christian conduct and holy living.
- Should attend and maintain a relationship with a Sunday School class
- Must maintain regular private devotion
- Schedule one-hour session with Minister of Spiritual Formation to craft annual spiritual growth plan. *Download plan at*
http://blog.lifeway.com/growingdisciples/files/2013/08/Spiritual_Growth_Assessment.pdf
- Quarterly check-in with Minister of Spiritual Formation
- Practice spiritual disciplines (such as meditating on Scripture, prayer, journaling, fasting, witnessing, etc.) as a means of setting the leader's heart affection on Christ
- Fully support and engage the spiritual formation vision of Cornerstone Baptist Church

REPORTS TO: Church Administrator