

Full-time, Exempt Position

Department: Operations

Reports to: Executive Pastor, Operations

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The Facilities Director supports the Mission of Emmanuel Christian Center by overseeing all aspects of the operation of Emmanuel's facilities, including custodial and grounds, preventative maintenance, HVAC systems, management of vehicles, safety, security, and coordination of facilities usage.

The ideal candidate will have a passion to see Emmanuel facilities utilized to further the mission of the church. This unique position requires execution of facilities management best practices, while carrying them out in a manner consistent with the Core Values of Emmanuel and a drive for standards for excellence. This is Full Time position and reports to the Executive Pastor, Operations.

**Essential Requirements:**

- Any combination of education and training which demonstrates the ability to perform the duties and responsibilities as described with an emphasis on continual learning
- Ability to work and serve well in partnership with other ministry leaders utilizing highly developed interpersonal, communication (written and verbal), business acumen and leadership consultation skills.
- Demonstrated ability to think strategically, prioritize projects and perform high quality, detailed work with minimum supervision
- Must have a strong work ethic, excellent communication skills, ability to train and develop team members
- Must understand the fundamentals of facilities management, ability to work with applicable technology and adapt to new industry standards
- Minimum 4 to 6 years' experience with industry best practices; including processes, procedures and tools

**Other Requirements:**

- Will complete responsibilities in accordance with the church's policies and applicable procedures as assigned
- Be on call for after-hours emergencies

**Essential Responsibilities:**

The Facilities Director is required to perform a range of duties including, but not limited to:

- Oversight and management of current Emmanuel buildings
  - Assist in long-range planning of facility utilization with Operation team and Ministry Directors
  - Supervise and manage the security system at all buildings including door hardware, locksets, keys and key fab distribution
  - Contract all buildings' Preventative Maintenance and repair services (HVAC, plumbing, fire inspections, etc.)
  - Process and/or approve all invoices related to facilities
  - Participate in all/any necessary planning meetings as new campus locations develop
  - Obtain bids and contract services for building projects (painting, carpentry, landscape, snow removal, grounds keeping, lawn care, etc.)
- Management and oversight of facilities staff
  - Be responsible for interviewing, hiring and training facilities managers and facilities staff

- Communicate on a regular basis with facilities managers, including regularly scheduled department meetings
- Oversee the hiring of all facility and custodial staff
- Delegate and/or train facilities staff in new processes incorporated into their responsibilities
- Work with the campuses and ministries to determine custodial needs

*I've read and I understand the duties and responsibilities of this position.*

Signature \_\_\_\_\_

Date \_\_\_\_\_