

**THE VINEYARD CHURCH  
JOB DESCRIPTION**

**TITLE:** Director of Maintenance

**FLSA:** Exempt

**SUMMARY**

The Director of Maintenance is a full-time position responsible for leading the effort to maintain the building and grounds of The Vineyard Church in peak condition. This person will be responsible for the scheduling and directing the ongoing cleaning, preventative maintenance, repairs and building improvements.

**ESSENTIAL FUNCTIONS**

- 1. Maintain a Vital Relationship with Jesus Christ**
  
- 2. Responsible for cleaning, repairs, improvements and preventative maintenance to the building and grounds**
  - Creates and manages the vision for caring for the building and the grounds of the church.
  - Determines the priorities and schedule of repairs and improvements needed including preventative maintenance items.
  - Manages all budgets that fall under the Maintenance Ministries.
  - Maintains a master list of repairs, improvements and communicates expected completion dates to stakeholders.
  - Ensures tasks are completed based on priority.
  - Regularly inspects the building and grounds for needed repairs and issues.
  - Ensures teams have needed supplies.
  - Communicates well with volunteers and vendors.
  
- 3. Responsible for the Maintenance Teams and Auto Repair Team**
  - Directs and supports the Cleaning Teams, Facilities Maintenance Team, Outdoor Maintenance Team, Mowing Team, Event Setup Team, Parking Team and Auto Repair Team.
  
- 4. Responsible for the spiritual health of the teams supported**
  - Communicates on a regular basis with the coordinators of each team.
  - Monitors the spiritual health of the leaders and members of each team.
  - Shepherds the leaders of the teams.
  - Recruits and directs the training and follow up of new team members.

**OTHER FUNCTIONS**

- Participate in staff-related office functions by attending and participating in staff meetings and retreats.
- Meets regularly with their overseer.
- Reasonable availability for ministry related emergencies.

**KNOWLEDGE, SKILLS AND ABILITIES**

- The character of a deacon as outlined in I Timothy 3:8-12.
- Affirmation of a ministry calling from the Lead Pastor and responsible overseer.
- If married, spouse's enthusiastic participation in the call.
- Proven track record of excellent organization and multi-tasking skills.
- Demonstrates strong interpersonal and communication skills, both oral and written.
- Observable alignment with The Vineyard Church statement of faith, vision, values, and practices.
- Regular attendance to weekend celebrations is expected.
- Tithe to The Vineyard Church.

**WORKING CONDITIONS**

- This position is a Director level position and will function under the supervision of their overseer.
- Will have regular office hours to be available to meet with other staff members.
- Regular attendance to weekend celebrations is expected.
- Offsite work is expected and acceptable.

This is a full-time salaried position.

_____	_____	_____
Lead Pastor Approval	Title	Date
_____	_____	_____
Human Resources Approval	Title	Date

The above statements are intended to describe the essential job functions and level of work performed by individuals assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by the personnel occupying this position. Page 2 of 2