

## Director of Facilities



**Vision:** The Director of Facility is responsible for overseeing the daily operations of the physical buildings, which includes managing staff and subcontractors, budgets, facility maintenance, safety, security, custodial, and grounds keeping as well as negotiating leases and overseeing construction projects. The scope includes all buildings, grounds, fire systems, security systems, utilities, mechanical/electrical systems, parking, roadways, equipment and vehicles.

### **General Responsibilities:**

- Manage the facilities department team, including maintenance, custodial, special projects, security and safety
- Ensure 24-hour on-call coverage of the facility to handle any building related emergency
- Oversee general security of the buildings. Oversee and train security staff and ensure that appropriate security measures, such as cameras, lock-up procedures, response, etc. are in place. Address any and all security matters promptly
- Oversee overall safety of the facility. Ensure implementation of all safety related directives. This includes ensuring that training manuals are updated and that standard operating procedures of best practices are implemented
- Responsible for all mechanical, electrical and control systems. Ensure contracted services are completed as required for ongoing maintenance and repairs for the facility and exhibits, structures, machinery and equipment
- Responsible for overall maintenance of the facility. This includes overall aesthetics, high standards for customer service, general cleaning, and maintenance of visitor and staff spaces, grounds keeping, and removing recycling and trash
- Ensure the Buildings and Grounds department adequately performs their duties during all events to promote high visitor satisfaction. This includes but is not limited to, setting up and tearing down events, adhering to event guidelines, and following direction from the events staff
- Responsible for equipment maintenance and overall maintenance projects related to the facility
- Responsible for overall grounds keeping. This includes landscaping, snow removal maintenance of parking lot, driveway, walkways, etc.
- Ensure compliance with the federal, state and local laws, codes and regulations relevant to facilities
- Oversee hiring of contractors, construction processes, bid solicitation, and managing project budgets
- Responsible for long-range strategic planning for facility maintenance, physical structures and expansion. Responsible for assessing facility risks and implementing strategies and tactics for both short-term and long-term goals
- Ensure all vehicles are properly maintained
- Provide preventative maintenance for the physical facility, tools, equipment, vehicles, etc.
- Develop and oversee departmental budgets and manage all costs, including staff time to meet the needs of The Bible Chapel in the most efficient and productive manner
- Create and manage the annual facilities budgets and master plan building projects
- Maintain facilities staff by recruiting, selecting, orienting, and training employees
- Accomplish facility departmental goals by communicating job expectations; planning, monitoring, and appraising job performance; and coaching, counseling, and disciplining employees. Carries out supervisory responsibilities in accordance with the policies, guidelines and applicable laws
- Ensure that facility staff levels and coverages are maintained as needed for daily operations and project completion

- Responsible for overall pest control
- Oversee ordering & receiving of supplies and supply inventory, operational space organization and off-site storage
- Responsible for all other tasks, as assigned, by the Executive Director or designee

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

**Other Duties:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

**Supervisory Responsibilities:** The Director of Facility supervises facility managers and staff.

**Skills and Qualifications:**

- Excellent management, leadership, organizational and communication skills
- Team builder and problem solver
- Working knowledge of project management, business administration, financial principles and practices, electrical and mechanical systems, and procurement contracts
- Sound knowledge of health, safety and environmental regulations
- Ability to assess and prioritize multiple tasks and demands
- A bachelor's degree and/or significant relevant experience in Facilities Management, or related qualifications such as project management, business management, or construction management is preferred
- Ability to lift up to 50 pounds. Carrying, pushing, pulling, crawling, reaching, grabbing, bending, stooping, and kneeling should be expected. Must be able to work indoors and outdoors in varying weather conditions

**Other Requirements:** Must pass all clearances and must have a valid Driver's License with ability to pass Department of Motor Vehicles check

**Physical Demands:** While performing the duties of this job, the employee operates a computer and occasionally moves about the office to access file cabinets, office equipment, etc. The employee constantly positions self to complete projects, including under and around equipment and furniture. The employee occasionally moves equipment weighing up to 50 pounds across the facility. The employee occasionally ascends and descends ladders. The employee occasionally operates hand and power equipment.

**Spiritual Gifts:** Leadership, Discernment, Helps, Administration

**Time/Allocation:** Full Time w/benefits. Must be able to occasionally work on weekends, evenings, and holidays as job duties demand

**Accountability:** The Director of Facilities reports to the Executive Director