



## *Job Description*

<b>Job Title</b>	<b>Facilities Director</b>	Date: June 2021
Department	Facilities	
Reports To	Executive Ministry Assistant	Full-Time with “on call” availability

### **Position Purpose**

To be responsible for the care and function of facilities and grounds to ensure its highest and most effective use as we seek to accomplish the mission of White Flag Christian Church:

**TRANSFORMING LIVES BY CONNECTING PEOPLE TO JESUS, HIS WORD, AND COMMUNITY**

### **Job Summary**

To execute the management of regular maintenance of the buildings and grounds by preserving the good condition of infrastructure and ensuring that facilities are safe and well-functioning.

### **Essential Responsibilities**

1. **Manage and Conduct Maintenance Activities**
  - Develop and manage maintenance schedules for all building, equipment and grounds
  - Manage a work order system that is fluid between staff and facilities team
  - Maintain and manage qualified vendors and contractors to perform maintenance and repairs to ensure timely and quality work
  - Manage and maintain a volunteer team to assist in facilities projects
  - Oversee janitorial services for all buildings and grounds
2. **Budget Management**
  - Create, monitor and execute the annual budget for facilities
  - Develop a long-term forecast of maintenance items to be addressed to ensure building, equipment and grounds are employed at their highest and best use
  - Closely observe all utilities costs to determine any ways to save costs
3. **Project Execution**
  - Ensure timely completion of all facilities projects
  - Communicate with staff on the process of projects and how they impact ministry function and function of the facilities
  - Ensure adherence to building and land use codes from related municipal and regulatory agencies
  - Review all outside vendor invoices to ensure satisfactory completion and budgetary compliance
4. **Safety and Security of Facilities**
  - Manage fire alarm and building alarm systems to ensure proper functioning
  - Manage and assign all keys and fobs for building doors and access points
  - Manage church vehicle/trailer use and keep log of all registered and approved drivers
  - Develop and maintain a response plan for inclement weather
  - Understand and employ the building surveillance camera system and Emergency Response Programs for all ministries and departments
  - Interface with appropriate agencies to provide training for facilities staff and other key staff for safety procedures

### Key Success Factors (and Fit)

- A person that is willing to learn and grow in their understanding of programs and systems
- A person that is extremely well organized and pays great attention to detail
- A team player dedicated to the mission and strategy of White Flag
- A person who works hard, plans ahead and can manage several projects at once
- A person with a supportive positive attitude for the leadership of White Flag

### Education, Experience, Skills and Abilities

- Have technical training or experience in at least one of the building/equipment disciplines (carpentry, plumbing, electrical)
- Minimum 5 years' experience in the maintenance or construction fields, as well as supervisory experience

### Values and Competencies

- Upholds WFCC **B.A.S.I.C** Core Values
  - Bias for Action
  - Authenticity
  - Spiritual Growth
  - Integrity
  - Choose Unity
- Core Competencies:

Action Oriented	Directs Work	Nimble Learning
Plans and Aligns	Manages Ambiguity	Builds Effective Teams
Manages Complexity	Resourcefulness	Practical Insights
Decision Quality	Attracts Top Talent	Drives Results
Optimizes Processes	Builds Networks	Practical Insights