

Position: Facilities Director

Reports to: Lead Pastor

Description

The Facilities Director will oversee all aspects of maintaining our 70,000 sq. ft. facility. This person must be exceedingly well-organized, proactive, and possess a wide range of skills related to facility maintenance. The ideal candidate will have the ability to handle most of the issues that arise in a building like ours.

The Facilities Director must have a passion for the mission of Christ Community and consider their role essential accomplishing that mission. They must have an eye for detail, a commitment to excellence, and an exceptional work ethic.

General Responsibilities

- Routinely evaluate all aspects of the facility, perform routine maintenance, and make repairs as necessary.
- Coordinate the upkeep of equipment and supplies to meet health and safety standards.
- Work with contractors to ensure projects are completed in a timely manner and within our budgetary guidelines.
- Assist with the construction, repair, and installation of various projects for ministry needs (i.e. stage set design, Vacation Bible School, etc.).
- Ensure church grounds are well-maintained.
- Other duties as assigned by the Lead Pastor.

Additional

- Annual Evaluation by the Lead Pastor