

**Position Summary:** The Facilities Director ensures proper stewardship of Faith Church properties and partners with all ministries in the management and use of all buildings and grounds by:

1. Providing ongoing maintenance and repair of all facilities and properties
2. Providing proactive communication with ministry leads about event facility requirements
3. Recruiting and organizing ministry teams for seasonal maintenance needs
4. Coordinating external contractors and vendors for site work as needed

**Reports:** The Facilities Director works in close relationship with staff and reports directly to the Executive Pastor.

**Responsibilities:**

1. Keep a preventative maintenance schedule and perform facility repairs and maintenance (including response to maintenance requests) as needed on buildings (including winterization where necessary), grounds (landscape and parking lots), and vehicles (including winterization where necessary).
2. Maintain working knowledge of:
  - a. Emergency procedures (evacuation, fire control, water shut-offs, HVAC, lighting controls, security system, internet and network, etc.)
  - b. Security and lock-down procedures on Faith property
  - c. Legal codes and standards (OSHA, Labor and Industries, etc.)
  - d. Tools and methods employed in the building maintenance activities
  - e. Safety, mechanical and electrical concepts employed in building repair and maintenance
  - f. Heating and cooling systems
  - g. Cleaning materials, methods, equipment, and procedures
3. Maintain equipment used for cleaning and general maintenance:
  - a. Assist with inventory and shop for materials and products necessary for repairs and maintenance

- b. Work with the custodian, staff, and Executive Pastor for general upkeep and cleaning
- 4. Manage facility set up for meetings, classes, and events and restoration after (chairs, audio, visual, prop, staging, etc.)
- 5. Maintain proper storage of extra church items, taking measures to keep hallways clear
- 6. Ensure/manage proper locking and unlocking of assigned buildings for ministry events and work closely with ministry and/or event leads to manage such tasks at a distance
- 7. Attend staff meetings and work in collaboration to help put our best foot forward in all aspects of the ministries of Faith
- 8. Work collaboratively with the Finance Director in outside vendor relationships and contracts
- 9. Assist in the preparation and analysis of an annual budget for all maintenance, facility, and custodial needs and the corresponding budget performance.

This is a non-exempt position budgeted for 25 hours per week, with a pay range of \$25-\$32/hour, commensurate with skill and experience. This position is eligible for benefits including, but not limited to health insurance, sick leave, 3 weeks of vacation, and paid holiday closures.

To apply, email a cover letter and resume.