

Lake City Christian Reformed Church
Position of Facility Director

Classification: PT/Salaried/Non-Exempt

Ministry Team: Building & Grounds/Property

Reporting Relationship: Senior Pastor

Position Description: The Facility Director is responsible for the overall operation and condition of the buildings and property of Lake City CRC. The Facility Director is the Team Leader for all facilities staff, including paid and volunteer workers in custodial and maintenance work. As the Team Leader, the Facility Director serves on and coordinates with the Building & Grounds Team, facilitates the Building and Grounds Team as necessary and empowers and equips staff and volunteers to serve effectively.

Position Responsibilities:

- Oversee all Facilities staff and work in cooperation with volunteer groups
- Provide for custodial services at all buildings and serve as custodian as needed
- Train and equip volunteer and paid custodial staff to provide a clean building, windows, and furniture
- Train and equip grounds volunteers to steward parking lots, buildings, equipment, grass areas and signage
- Provide for winter care of parking lots areas and sidewalks
- Develop and maintain a preventative maintenance schedule for HVAC, lighting, irrigation and lawn care
- Provide for repair of equipment and systems for efficient use
- Work in collaboration with the Building & Grounds Team to ensure well-kept property and grounds in all seasons and anticipate future needs
- Order buildings and grounds supplies as needed
- Oversee building security and work in cooperation with church administrative assistant for room/building use scheduling and approval of building use agreements
- Provide for crisis management of facility/property as issues arise
- Recruit and equip volunteers to serve on Buildings and Grounds Team
- Schedule and chair periodic Buildings and Grounds Team meetings
- Serve as the primary communicator for building and grounds to paid staff and the Building & Grounds Team
- Provide oversight and organization of all Building & Grounds contracts and building insurance
- In cooperation with the Building & Grounds Team, provide support for the facility budgeting process and work within the annual budget
- Provide input in determining equipment purchases over \$500, capital projects and the best timelines for both
- As Facility Director, carry out Performance Reviews of Facilities staff
- Attend staff meetings
- Ensure proper and timely set up and tear down for church events and ministries

The Facility Director is a part-time, salaried, non-exempt employee normally working 16 hours per week. As a non-exempt employee, the person in this position will report the number of hours worked each week. Supervisory skills, a mechanical aptitude, leadership abilities, communication skills, and the physical strength and ability to perform the job are required. A general knowledge of building maintenance, general carpentry, plumbing, electrical, alarm systems and HVAC is preferred along with relevant work experience. This position requires a person with a heart for ministry and a desire to work with staff, the congregation, and the community. As with all paid church staff positions, the Facility Director must be an active member of a Christian church, have a growing relationship with Jesus Christ, an active prayer life, and a servant's heart.