

**J O B   O U T L I N E**  
**Facilities Director**

**A.      QUALIFICATIONS**

1. A committed follower of Jesus Christ who demonstrates spiritual maturity and a growing personal relationship with the Lord within Christian community.
2. Must hold a Boiler class license appropriate to church heating plant operation.
3. Must be physically able to perform the assigned tasks.
4. Excellent trouble shooting and problem-solving skills.
5. Aptitude for understanding and operating mechanical systems including HVAC and lighting.
6. Must have the ability to organize and manage custodial staff.
7. Possess high standards of cleanliness and order for the physical properties of the church.
8. Effective communication skills; written, verbal, and interpersonal.
9. Be able to work without direct supervision.

**B.      RESPONSIBILITIES**

The primary focus for the Facilities Director at Calvary Baptist Church as a member of the church staff shall be to assure the physical properties of the church are maintained and ordered so as to enhance the worship and the varied programs of the church. Leads teams of staff and volunteers.

1. Delegate cleaning and maintenance tasks to team members as appropriate. Schedule, supervise, and manage custodial staff. Recommend manpower needs to accomplish custodial and maintenance requirements.
2. Work in collaboration with the Events Coordinator to coordinate the use of space and property.
3. Monitor the safety and cleanliness of interior and exterior areas, such as offices, conference rooms, classrooms, parking lots and outdoor recreation areas.
4. In concert with the church staff, coordinate the opening and securing of church properties per the schedules of the church.
5. In concert with the church staff, coordinate all set-up and tear-down needs.
6. Schedule and carry-out maintenance functions for the properties as appropriate assuring the properties are in good order. This should include repairs, painting, preventative maintenance, etc. Major needs and repairs should be brought to the Executive Director of Operations in a timely manner for their action.
7. Schedule routine inspections and emergency repairs with outside vendors.
8. Oversee vendor contracts for cleaning, snow removal, supplies, materials, and equipment used for operation and maintenance of facilities and grounds.
9. Adjust HVAC and lighting schedules for campus needs.
10. Ensure proper security measures for the properties in collaboration with security personnel/vendors.
11. Help prepare and maintain a budget to cover custodial supplies, maintenance needs, tools and equipment, etc., for submission with the fiscal budget.
12. Maintain records of maintenance and repairs.
13. Be available to handle campus buildings and grounds emergencies either directly or arranged with a designee.
14. Other duties as assigned.

**C. EXPECTATIONS**

1. Subscribe to and affirm the Statement of Faith and Values of Calvary Church.
2. Be a regular participant in public worship at Calvary Church.
3. Remain a member in good standing of Calvary Church.

**D. RELATIONSHIPS**

1. The Facilities Director as a staff member reports directly to the Executive Director of Operations or as he/she should designate, for support and direction as relates to the understanding of ministry needs and overall coordination with the church programs.
2. The Facilities Director should supervise and direct others on the custodial staff and volunteers.