

Director of Operations & Facilities

Full-time, exempt, 40 hours per week, accountable to Executive Pastor

OVERVIEW:

FACILITY DIRECTOR PURPOSE: To support leadership and management of the Operations and Technology Department of Encounter Church and provide ministry support services for the other departments. Execute the set-up and use of the main church campus and off-site campuses. Direct the use of equipment and facilities, including maintenance, repair, and improvements so that the campuses and equipment provide an attractive and effective ministry environment, in well-coordinated fashion. Provide food services as needed including coffee on weekends.

FACILITIES DIRECTOR RESPONSIBILITIES (40 HOURS).

Campus Oversight and Use.

- Continually evaluate facility needs and use, providing timely response to needs and upgrades.
- Safety issues addressed quickly as first priority. Ensure adherence to applicable fire codes, including required fire inspections and fire drills.
- Oversee maintenance and functioning of fire and alarm systems. Including, working with emergency planning committee, Alarm Company, Security Company, police, and fire departments.
- *Preschool* - oversee work orders; oversee janitorial crew in maintenance cleaning; oversee annual outsourced floor waxing and carpet cleaning

Landscaping.

- Tour campus grounds weekly for landscaping needs and address with appropriate contractors.
- Manage work done for general and special landscaping within budget.
- Responsible for oversight of large tree trimming every two years.

Event Support.

- Support Event Director & ministries in training, recruiting of volunteers, organization, and scheduling church special events.
- Setup and breakdown communion
- *Set-Up, Take-Down, Cleaning Support Services.* Assist ministry leaders to provide successful events by providing needed support services within established policies.

Budget Planning/Financial/Insurance.

- Develop the annual budget for all areas of responsibility.
- Estimate material and labor costs for all campus related projects.

Maintenance and Custodial Oversight.

- Hire and supervise custodial and maintenance staff (Facilities team) provided in the church budget.
- Establish and oversee work hours & workdays.
- Ensure that Facilities team stay focused on assigned tasks.
- Compile and maintain Facilities-needs forms.
- Oversee Facilities team hours worked and sign time cards.
- Verify jobs are being performed per schedule during the week as well as the weekend.
- Oversee maintenance of onsite washer and dryer.

- *Conflict Resolution.* Seek to resolve conflicts among supervised staff. Report to Executive Pastor if problems persist.
- *General Duties.* Maintain time card records. Review time cards, tally up hours and sign for payroll.

Volunteers.

- Recruit, train and use as many volunteers as possible to provide ministry support services, cleaning, repair, and grounds-keeping.
- Oversight of current ministry support: building supplies, check signer, concrete power washing, Coffee E-cups stamping, electrician, grounds keeping, phone system, plumbing, sanctuary, security, sound for PLEX, and welding.

Vendors & Independent Contractors.

- Develop and maintain quality relationships with outside vendors and contractors.
- Establish and maintain contract labor schedules.

Church Equipment Management.

- Maintain established policies relating to the use of church equipment on and off the campus.
- Oversee use of scissor lift and maintenance and service contracts
- Maintain and service church BBQ trailer

Security, Locks & Keys.

- Keep original keys and maintain key boxes.
- Issue keys and maintain key assignment and return forms.
- Replace keys and locks as needed.
- Ensure that the campus is secured every night.
- Be on-call when alarms are triggered.
- Monitor TV cameras
- Oversee Security Company
- Contact for Alarm monitoring company
- Responsible for opening and closing of offering safe with the accounting team
- Oversee radio communication between facilities, preschool and front office

File maintenance of:

- Businesses used
- Emergency phone numbers
- Maps/blueprints
- Turn off valves for backflow, gas and water
- Alarm systems, fire system and electrical

Ministry Support Services.

- Ensure the facilities staff is being developed and effectively managed.
- Responsible for facilities cell phone to meet ministry needs

Technology.

- Assist Executive Pastor to ensure proper development, oversight, maintenance, and purchase of office systems, including computers, computer network, email, database, printing and phone systems.
- Support Executive Pastor to provide training for staff in the use of their computers and software.

Other Duties.

- Be available on most weekend and special services to greet people and handle operations' problems.
- Help with the operational aspect of all-church events and outreaches
- Provide care ministry to walk-ins needing special assistance from our food pantry or other needs when care ministry director is not available.

Facility Director Requirements.

- Full support of the church vision and goals.
- Excellent personal and ministry organizational skills.
- Caring, but firm management skills.
- High standards of excellence in the care and use of the church campus.
- Self-starter, motivated, multi-tasking, and able to handle deadlines as well as immediate and safety issues.
- Encourage teamwork amongst the staff.
- Address workspace issues, question cleanliness and preserve order.
- Consistent prayer life.
- Become a member of Encounter Church.

Compensation.

Annually: \$68,640.00 – \$69,222.40

Exempt position