

MOSAIC CHURCH

Title: Facilities Director
Classification: Exempt
Hours: Full-Time
Reports to: Operations Pastor
Supervises: Facilities Custodian
Updated: 9-06-19

General Summary

Under the general supervision of the Operations Pastor, the Facilities Director is responsible to execute all Buildings and Grounds maintenance at Mosaic Church. Facilities Director must be knowledgeable in all facets of facilities including strategic planning, volunteer recruiting/management, safety, project management, contract management, mechanical systems, utility management, grounds/landscaping, code compliance, custodial, traffic/parking and construction. Knowledge of business principles, budgeting, and related processes is also required.

Responsibilities & Tasks

General tasks include but are not limited to:

- Development of Facilities goals and objectives consistent with and supportive of organizational goals and objectives.
- Collaborate across ministries to ensure safe, cost-effective, operations.
- Coach, supervise and develop maintenance and custodial staff/key contractors. (This includes coordinating with Human Resources for hiring, promotions, recognition, discipline, and performance management). Plan, direct, and monitor performance objectives.
- Maintain accurate Maintenance Management System to record, and retrieve repair, maintenance, and construction activities. Ensure equipment and building systems have effective preventative maintenance.
- Work with Operations Pastor to create a master plan for repairs, renovations, and calibration in a work order system.
- Evaluate condition of facilities and compliance with health, life safety, building codes, and excellence of environment.
- Manage compliance with federal, state, and local regulations including ADA, ISO, OSHA, EPA, and fire codes.
- Manage utilities with a focus on efficient use of energy resources.
- Enhance the success of capital (building) projects by coordinating with staff, appropriate local and state agencies, construction firms, architects, and others.
- Assist in the management of renovation projects including knowledge of construction management and working closely with stakeholder and construction companies.
- Build strong relationships with contracted companies assisting with the management of assets, including HVAC, electrical, plumbing, and roofing.
- Assist in preparation of facilities budget and manage spending to plan
- Maintain an effective facilities volunteers and staff team and harmonious work relations across ministries; ensure custodian personnel are properly qualified and trained.
- Manage custodial cleaning program including buildings and grounds.
- Manage and plan resources for daily and long-range activities for assigned projects.
- Manage setup, tear down and clean up for all events.

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Knowledge/Skills/Abilities

- Physical Demands - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; and reach with hands and arms. The ability to lift 50 lbs., open filing cabinets and bend or stand or climb on step ladders as necessary.
- People skills- shows love to those they lead, in any capacity.
- Talent scout- natural ability to identify and recruit volunteers.
- Quality manager- ability to identify problems and solve them.
- Communicator- ability to communicate clearly and concisely, both orally and in writing.
- Able to lead multiple projects at once.
- Self-motivated and flexible with strong organizational skills and the ability to work well with timelines and deadlines.
- Demonstrate ability to work independently as well as in a team.

Staff Expectations and Commitments

- Staff members are expected to give to the church and be involved in a Community Group (or a mentoring relationship) for personal, spiritual, and relational growth.
- Staff members are expected to devote themselves to the seven staff commitments:
 - **Trust-** A winning team is comprised of people who are trusting and trustworthy. When we see a pattern of behavior that causes concern, we commit to running towards difficult conversations and holding one another accountable by being honest and transparent with one another. I've got their back and I know they have mine.
 - **Vision-** A winning team is comprised of people who are passionate about the vision. We will always provide clarity around what we do, why we do it, and how we do it. We do not just talk about our church; we talk about it in a way that makes the vision contagious.
 - **Growth-** A winning team is comprised of people who never stop growing. We believe our best days are always in front of us because we will never stop growing spiritually, professionally, and relationally.
 - **Teamwork-** A winning team is comprised of people who invite teammates into their process. We believe we are always better together. We can achieve more together than we ever could alone.
 - **Results-** A winning team is comprised of people who hold one another accountable for the decisions made. We call our shots and relentlessly pursue those shots. We call a win a win and a miss a miss. We refuse to paint a bullseye around a stray bullet.
 - **Love-** A winning team is comprised of people who laugh loud, hard, and often. We do not just have fun as a team, we have fun with our families too. We are committed to knowing one another well so we can love one another better.
 - **Ownership-** A winning team is comprised of people who think and act like owners, rather than renters. We will not just identify problems. We will find the best solutions and then execute those solutions to make Mosaic better.