

Facilities Director Job Description

Position Title	Ministry Team
Facilities Director	Ministry
Supervisor Position Title	Employee Category
Executive Pastor of Ministry	Directors & Managers
Status/Classification	Weekly Hours
Regular Full-time/Exempt	40

Position Summary:

This position will serve as the overall coordinator for TBC buildings and property in support of TBC's ministry programs and activities, and to ensure the property is welcoming and well maintained. Duties include the operation and maintenance of equipment systems including interior and exterior maintenance, information technology, oversight of service contracts associated with the operation and maintenance of church properties, emergency repairs and security.

Essential Duties and Responsibilities:

The essential functions include, but are not limited to the following:

- Supervise and evaluate the Facilities Team (including contractors).
- Oversee the care, attractiveness, upkeep, security and maintenance of all TBC facilities and grounds (including TBC facilities in Peaster), responding to problems or emergencies and serving as primary on-call contact for any facility or security issues.
- Establish, maintain, and execute a preventive maintenance schedule for all buildings, common areas and equipment. Implement facility repairs in a timely manner and serve as point of contact on all outside contractor repair and/or maintenance work on TBC premises.
- Adhere to established procedures to provide a safe working environment and facilities including compliance with OSHA, local, state, and other federal guidelines, licenses, inspections, and safety regulations to include but not limited to fire protection, water supply and elevator systems.
- Manage and review all building contracts, providers for services and licenses prior to renewal, including comparative analysis with alternate suppliers.
- Provide oversight of campus control team, security systems and building access; this includes building security, key control, and key access for all TBC properties.
- Monitor and coordinate TBC scheduled events and TCA requests in Planning Center to ensure the appropriate execution of logistical details, including coordination of the facilities team and/or volunteers to provide additional support as needed.
- Supervise IT contractor operations and budget including management of IT, phone and internet service provider contracts, inventory, and software licenses.
- Coordinate with Insurance Broker on sufficient insurance coverage and ensure Emergency Action Plans are in compliance.
- Keep record and annually inventory TBC equipment, repairs, warranties, etc.

- Perform other related duties as assigned.

Minimum Qualifications (Knowledge, Skills, and Abilities):

Education and Experience:

- High School Diploma required.
- 5+ years of experience in building maintenance or comparable trades required.
- 2+ years of supervisory experience managing people, equipment and systems required.
- Experience in [Electrical, HVAC, Construction, Carpentry and/or Plumbing] preferred

Knowledge/Skills, Spiritual and Physical Requirements:

- Experience with Planning Center and/or other event management software
- Proficient in the use of Microsoft Office Suite (Word, Outlook, Teams, Excel), internet savvy and Apple/Mac Hardware
- Must be available to work a flexible weekly schedule to include Saturday for coverage for scheduled weddings, funerals, and emergencies as they arise. This includes providing support for church-wide events and special worship services.
- Ability to work well with others.
- Ability to communicate effectively both orally and in writing.
- Knowledge of all building systems, building construction, site utilities and site construction
- Knowledge of basic plumbing and electrical
- Basic Knowledge of computer network and networked devices
- Ability to problem solve.
- Ability to work independently.
- Strong organizational skills
- Initiating leader (self-starter) who can effectively delegate and manage a team.
- Familiarity with general building systems
- Operate and use of a broad range of tools and equipment.
- Intermediate oral and written communication skills
- Ability to diagnose and implement repairs and/or mitigate issues.
- Ability to prioritize workload, meet deadlines and manage many projects simultaneously.
- Regular involvement in Trinity Bible Church activities and events.
- Signed acknowledgement of Trinity Bible Church's Statement of Doctrine and Staff Lifestyle Agreement.
- Signed acknowledgement of policies and procedures as stated in Trinity Bible Church's staff handbook.
- Regularly required to talk, hear, walk, climb, lift, squat.
- Specific vision abilities include close vision, distance vision, and the ability to adjust focus.
- Considerable physical activity, requiring heavy physical work with heavy lifting, pushing, or pulling required of objects up to 50 pounds.
- Must be able to climb/descend stairs and ladders to access all areas of TBC, including the roof.
- Ability to maintain a stationary position for long periods of time.

- Must be able to follow basic safety procedures and precautions due to physical risk and some exposure to hazardous materials and chemicals.
- Work with machinery and involves moderate exposure to unusual elements, such as extreme temperatures, electricity, water, noise, dirt, dust, grease, smoke, fumes.

Licenses, Registrations, and Certificates:

- Specialized training/licenses in [HVAC, Electrical, Landscaping, Plumbing, Construction, Carpentry] preferred
- Computer Skills (Microsoft Office Suite)
- Valid Driver's license (Required)

Align with TBC's Staff Values:

- CALLING: Embrace an owner mindset (Ephesians 4:1-6)
- CHEMISTRY: Work as one (Romans 15:5-7)
- CHARACTER: Do what is right (Psalm 25:21)
- COMPETENCY: Bring your best (Colossians 3:23-24)

If you are interested in applying for this position, please email your resume to:
TBearden@TrinityBible.com