



JOB DESCRIPTION

Title:	Facility Lead
Department:	Support Services
Reports To:	Operations Director
Pay Status:	Full Time/Salary Exempt

General Summary and Objective: Management of all Church facilities and team, both indoor and outdoor, in a supervisory and hands on manner in order to provide a safe, inviting, and warm atmosphere for all visitors to our facilities while supporting the church staff in all ministry areas.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Managing and oversight of design, strategic planning, construction and maintenance of equipment, machinery, buildings, and other facilities of Crossroads Christian Church
- Manage, lead, recruit and develop Facilities Team staff and volunteers, inspiring them to achieve goals and grow in their relationship with God
- Plan, budget, and schedule facility modifications, including estimates on equipment, labor materials, and other related costs
 - Exercise needed knowledge and strategic planning to maximize value and minimize costs
 - Provide the stewardship required to maintain leadership on the environment
 - Navigate the requirements needed and mitigate risks
- Implement all maintenance request distribution
 - Check maintenance requests throughout the day, creating an alert system when a new request arrives, and distributing tasks to the proper Facilities Team member.
 - Follow up with each request that is not resolved with an update or communicate to the requester it is completed
- Serves as first contact for all staff with issues concerning building needs, cleaning, room set-ups or conflicts.
- Lead overall facilities management to ensure safe, clean, and current buildings and related equipment within budget
- Ensure facility team projects assigned and maintenance requests are done timely by the team and prioritized appropriately

- Monitor and manage the power and energy systems within all facilities including storage facilities
- Oversight of HVAC maintenance, baptistery maintenance, building service contracts, trash disposal, pest control, landscaping, lawn care, parking lot maintenance, snow removal, church vehicles: insurance, repairs, and maintenance (gas, oil, car washes, plates, registrations, and licenses), custodial service, safety and security, interior equipment, roof repairs, etc. as coordinated and assigned within the facilities team members

Additional Responsibilities:

- Research, recommend and implement facility best practices to improve efficiency and effectiveness.
- Develop and implement simplified and effective purchasing practices and procedures for facility and custodial related outsourcing and vendor contract negotiations
- Utilize ministerial gifts to encourage teamwork, mutual respect and support, and spiritual leadership with staff, volunteers, and the congregation
- Performs other duties as assigned

Requirements (knowledge, skills, abilities, education, etc.)

- Fully committed follower of Christ
- Champion of vision, values, and culture of Crossroads Christian Church
- Ability to work in harmony with other staff members
- Exceptional model of personal integrity
- Knowledge and experience in facility management, construction, safety and security, and local building and fire codes
- Self-starter with the ability to work both in a team environment and without direct supervision
- Bachelor's Degree or Associates Degree with technical training in engineering, facility maintenance, or equivalent Degree or equivalent work experience
- Minimum three to five years of progressive experience and responsibility in a maintenance field, two of which were holding a supervisory position directing a team
- Ability and knowledge on how to use equipment (boom, scissor lifts, trenchers, commercial mowing and snow removal equipment)
- Ability to convey a positive professional image
- Demonstrated capacity to lead and administrate

Work Environment

Most work will be completed indoors in a church building; however outside work is likely with possible extreme weather conditions such as during snow removal and mowing. The position is frequently exposed to lubricants, fuel, fluids, cleaning solvents, batteries, and other bio-chemical waste products such as bodily fluids. There will be

occasional exposure to loud noises from construction equipment including generators, lifts, and power tools. This role also routinely uses standard office equipment such as computers, phones and photocopiers.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk, hear, and see color. The employee frequently is required to stand, walk, use hands and fingers, and reach with hands and arms. This position has significant physical demands including set up and tear down, moving chairs, furniture, etc., walking the building, climbing stairs, and lifting and moving items of 50 pounds or less. The employee will need to be able to bend at the waist, sit, kneel.

Position Type/Expected Hours of Work

This position is full time, 40+ hours per week. Core work hours for this position are Monday to Friday 7:30 AM – 4:30 PM. Additional hours beyond this, evenings, and weekends will be needed and vary.

Travel

This position will have occasional travel for retreats, conferences, and training.

January 1, 2021

The statements listed are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of duties and requirements. This does not establish a contract for employment and is subject to change at the discretion of the employer.