

# Montgomery Community Church

## Position Description

<b>Position Title</b>	Facilities Director
<b>Classification</b>	Full-Time; Salaried Exempt, 40-50 hrs./wk.
<b>Benefits</b>	As indicated in the Employee Handbook
<b>Purpose</b>	The primary purpose of this position is to oversee all aspects of the physical operation of the facilities, buildings & grounds, of Montgomery Community Church.

### **Responsibilities**

#### **General**

- Work in conjunction with Senior Leadership Team and ministry leaders on strategic facilities improvements and maintenance.

#### **Staff Supervision**

- Mentor facilities staff to empower, encourage, and enable their development and growth in their assigned areas of ministry.
- Supervise, train, and coach assigned staff to implement and effectively accomplish the work of their ministry area assignments.
- Develop and effectively communicate performance expectations, develop appropriate accountability processes, conduct performance reviews, and create professional development plans for each direct report.
- Understand and operate within the policies and processes outlined in the employee handbook to ensure their consistent application throughout the church.

#### **Financial Management**

- Provide input and assist with the creation of operating and capital budgets which are fully integrated with the church's mission, vision, and strategies.
- Manage labor and spending within approved budgeted parameters.
- Oversee all aspects of grounds maintenance.
- Make yearly recommendations of facility improvements.
- Submit accurate and timely expenses.

#### **Schedule Management**

- Oversee and maintain the ESpace and Master Calendar system.
- Ensure events and room usage are accurately managed and supported.
- Keep current schedule of all functions at the church.
- Manage all outside requests for use of facilities.
- Have formal processes in place for use of the property.
- Monitor changing needs of groups.

#### **Room Set-up/Tear-down**

- Schedule and assign room set-up requests.
- Monitor room scheduling requests to ensure completeness and accuracy, coordinate changes/clarifications with various ministry teams as needed.

#### **Security**

- Oversee interaction with local police, fire, and public safety personnel.
- Serve as primary person on call for alarm notifications.
- Control keys and security system.
- Ensure the facilities and campus are secure and safe as appropriate.

- Update and align Door Access and HVAC Control Systems with room/event schedules.
- Have processes in place for security of all facilities.
- Keep emergency plan current and posted properly.

### **Building and Maintenance**

- Arrange for and complete all preventive and building maintenance.
- Oversee cleaning of all facilities and maintain cleaning procedures.
- Perform Building and Grounds maintenance tasks as needed.
- Conduct formal and informal checks of the buildings for cleanliness.

### **Performance Expectations**

- Provide excellent customer satisfaction regarding room set-ups and accommodations.
- Efficiently and thoroughly cleans building with attention to detail.
- Performs maintenance and grounds assignments timely and in a high-quality manner.
- Schedules and directs support staff to achieve optimal results.
- Hire staff based on direction of Senior Leadership.
- Schedule contract work and outside services.
- Negotiate and oversee contracts as needed.
- Develop and follow annual budget for facilities with direction from Supervisor.

### **Knowledge and Experience**

- 1) Experience with high quality facility cleaning preferred.
- 2) Maintenance and grounds experience preferred.
- 3) Microsoft, Blackbaud, ESpace, Honeywell systems experience preferred.
- 4) Demonstrates self-initiative in work environment.
- 5) Background check and drivers' authorization required.
- 6) Agreement with MCC Beliefs, Mission, and Vision.
- 7) Ability to work with a teachable heart, good attitude, and unified spirit.
  - Demonstrated experience in managing people and projects with high quality relational outcomes.
  - Church ministries' experience desired.

### **Skills**

- 8) Must be able to lift 75 lbs. and rearrange heavy objects.
- 9) Must be detail oriented, reliable, flexible, timely, trustworthy, resourceful and a self-starter.
  - Skilled at building maintenance and big picture perspective.
- 10) Spiritual Gift – Service.

### **Other**

- Convey MCC's Christian message and carry out its mission by exemplifying and promoting biblical values and fostering life-giving relationships with congregants, visitors, vendors and other staff.
- 11) Must be or become a Member of Montgomery Community Church.
    - Value and develop strong/positive relationships via teams comprised of church staff, ministry partners, and lay leadership.
    - Foster high levels of cooperation and effectively work in a team environment(s) with quality relationships and respect of each member's giftedness and unique abilities.
  - 12) Proactively grow and develop leadership gifts through training opportunities.
    - Other duties as assigned.

**Reports to:** Finance and Operations Director