

Position: Facilities Director

Reports to: Operations Director

Supervises: Facilities Manager(s), Associate(s), Cleaning Service, Serve Staff

Classification: Exempt

Purpose

To strengthen, create and administer systems that allow our facilities and Facilities staff to be utilized in a way that increases productivity while removing barriers to The Church of Eleven22's vision of being a movement for all people to discover and deepen a relationship with Jesus Christ.

Education

- Completion of a Bachelor's Degree preferred

Experience

- Eight years of work experience, including supervisory experience.
- Experience managing multiple deadlines and teams.
- Experience implementing and managing systems using current technology

Required Competencies and Skills

- Leadership and strategic thinking
- Strong communication skills
- Proven technical, mechanical, and building skills
- Customer / Client focus

Key Responsibilities

- Oversee and ensure all systems, staff, and schedules within Facilities are being efficiently executed for all locations.
- Oversee all building systems for all locations. To include the maintenance of all mechanical, electrical
- Direct the assignment, execution, and prioritization of all Facilities tasks based on a documented schedule that meets or exceeds expectations
- Setup and teardown of rooms as needed by ministry areas
- Perform building repairs as needed
- Prepare and manage annual Facilities operating budget for all locations.
- Ensure compliance with all Environmental regulations
- Recruit Serve Staff and ensure they are being utilized and supported
- Lead routine meetings with other Ministry Areas to communicate challenges, goals, and needs
- Provide the Operations Director with essential reports, trends, maps, and goals

Measurements of Success

- Model the Church of Eleven22's mission, vision, and core values
- Demonstrated ability to make Disciples who make Disciples
- Ability to maintain strict confidentiality and meet strict deadlines
- Ability to adapt to change
- Pro-active communication and interpersonal skills (verbal and written)