

Facilities Director

Lake City Community Church (LC3)

Lakewood, Washington

Reports To: Executive Director of Operations

Employment Status: Hourly, Non-Exempt

Typical Schedule: Approximately 35 hours per week, including some evenings and weekends as needed

Position Summary

The Facilities Director provides leadership and oversight for the operation, maintenance, safety, and stewardship of Lake City Community Church's facilities and grounds. This position ensures that church properties remain safe, functional, welcoming, and ministry-ready while coordinating facility maintenance, vendor relationships, capital improvement projects, event support, and facility volunteers.

This position serves as the primary point of contact for facility-related operations and works closely with church staff, ministry leaders, volunteers, and contractors to support the mission and ministries of the church.

Facility Operations & Maintenance

- Maintain facility organization, cleanliness standards, and overall campus appearance.
- Oversee the day-to-day operation, maintenance, and care of church buildings, grounds, and equipment.
- Implement preventative maintenance programs for facility systems and infrastructure.
- Coordinate maintenance and repair activities.
- Conduct regular facility inspections and address operational concerns.

Safety & Compliance

- Ensure compliance with applicable building, fire, safety, and accessibility requirements.
- Maintain facility records, inspections, permits, and related documentation.
- Enforce facility-related risk management and incident reporting activities.

Event & Ministry Support

- Oversee facility readiness for worship services, ministry activities, and special events.
- Coordinate room setups, facility scheduling needs, and operational support requirements.

Project & Vendor Management

- Obtain contractor proposals, and manage vendor relationships.
- Monitor contractor performance to ensure quality, budget, and schedule expectations.

- Identify opportunities for operational efficiencies and long-term facility improvements.

Leadership & Administration

- Recruit, train, schedule, and supervise facility volunteers and staff.
- Manage facility operating budgets.
- Perform other related duties as assigned.

Required Qualifications

- Demonstrated commitment to the mission and values of Lake City Community Church.
- Strong organizational, leadership, and management skills.
- Ability to coordinate multiple projects, priorities, and deadlines.
- Strong interpersonal and communication skills.
- Working knowledge of facility maintenance, building systems, and contractor management.
- Ability to work independently while collaborating effectively with staff and volunteers.

Preferred Qualifications

- Experience in facilities management, operations, construction, property management, or related work.
- Experience supervising employees, volunteers, or contractors.
- Experience with budgeting, vendor management, and capital project oversight.

Physical Requirements & Working Conditions

- Work is performed in office, church, and outdoor facility environments.
- Position requires walking, climbing stairs, lifting materials and equipment, and conducting facility inspections.
- Occasional evening and weekend availability is required to support ministry events and facility needs.
- Ability to lift and move up to 50 pounds.

Compensation & Benefits

- This position is classified as non-exempt and is eligible for overtime in accordance with federal and Washington State law.
- Overtime must be approved in advance by the supervisor.
- Employees are required to accurately record all hours worked.
- Sick leave and benefits are provided in accordance with church policy and applicable law.