

JOB TITLE: Facility Director**JOB TYPE:** Part-Time (28 hours per week)**REPORTS TO:** Executive Minister**PURPOSE STATEMENT:** The Facility Director's primary responsibility is to manage the maintenance, cleanliness, and usage of the facilities and grounds of First Church.**GENERAL RESPONSIBILITIES:**

1. Oversee the regular maintenance and cleanliness of First Church facilities and grounds. Including the following:
 - a. HVAC Systems
 - b. Parking Lot Maintenance
 - c. Sheetrock repair & painting
 - d. Flooring systems (Carpet, Wood, Concrete)
 - e. Exterior waterproofing, etc.
 - f. Electrical systems & lighting
 - g. Fire & Alarm systems
 - h. Lawn and landscaping
2. Work with volunteer teams to perform needed repairs and maintenance.
 - a. First Impressions Teams
 - b. "Old Retired Guys" - ORGs
 - c. Sunday Morning First Impression Team
3. Work with subcontractors, custodial duties, and maintenance beyond the ability of volunteer teams.
4. Sunday services first impressions.
 - a. Opening of facility by 6AM
 - b. Maintaining cleanliness of high traffic areas throughout Sunday services
 - c. Closing of facility after services
5. Facility setup for events and activities

STAFF EXPECTATIONS:

1. Live committed to our mission of **"Love Jesus, Love Like Jesus."**
2. Abide by the First Church Policies and Procedures Handbook.
3. In agreement with our doctrine, mission, and values.
4. Contributes to the team spirit of the staff through fellowship, encouragement, cooperation and prayer.
5. Committed to the 10 Commandments of First Church Staff Culture.

QUALIFICATIONS:

1. Effective communication skills
2. Committed to our community and culture
3. Must have a high level of technical and problem-solving abilities
4. Can both lead and thrive in a team-based environment
5. Can manage multiple priorities
6. Experience with facility maintenance
7. Posses a "fix it" mentality
8. Detail oriented