

## COMPASSION CHRISTIAN CHURCH JOB DESCRIPTION

Position Title	Department	Reports to
Facilities Director	Operations / Facilities	Executive Director of Ops
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	06.2026– cdb/HR

### WHO WE ARE

We are guided by our fundamental values, our **CORE4**, which define our culture, but it's our mission that drives everything we do: to **LEAD OTHERS TO A LIFE-CHANGING RELATIONSHIP WITH JESUS.**

- Roof Wrecker (RW): Willing to go above and beyond to help others connect with Jesus.
- Game Changer (GC): Committed to doing whatever it takes to advance the Kingdom.
- Ephesians 4 (E4): Focused on raising others up to fulfill their potential and contribute.
- We Over Me (W/M): Prioritizing the good of the team over personal gain.

### POSITION SUMMARY

The Facilities Director leads and provides oversight for the central facilities team that services all campuses, working quietly behind the scenes so guests experience no distractions and staff can focus on ministry. Responsible for maintenance, safety, security, vendor management, and capital projects, this role enables the organization's mission to lead others into a relationship with Jesus.

### ESSENTIAL DUTIES & RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- **Master Facility Planning (W/M, GC, E4):** Develop, execute, and maintain a comprehensive master plan for preventative maintenance, lifecycle asset management, and deep cleaning for all campuses served by the central facilities team (HVAC, MEP, aesthetics, structural integrity).
- **Work Order Management (W/M, GC):** Monitor and optimize the Facility Work Order System to ensure rapid response times, quality control, and high completion rates.
- **Proactive Campus Communication (RW, E4, W/M):** Maintain active, consistent communication with campus staff to anticipate facility needs, support ministry events, and resolve localized issues.
- **Contractor & Vendor Oversight (W/M, GC):** Source, negotiate, and manage all third-party vendors, contractors, and service agreements to ensure reliability and value.
- **Performance Auditing & Compliance (W/M, GC, E4):** Establish quality control measures to monitor vendor performance and ensure preventative maintenance (e.g., HVAC, MEP) is executed to standard, cost-effective, and contractually compliant.
- **Life Safety Systems (RW, W/M):** Serve as the primary 24/7 emergency contact for all campus fire, life-safety, and security alarm systems.
- **Security Infrastructure & Training (W/M, RW, E4):** Oversee physical security across served locations; create, implement, and train staff on security protocols and emergency response drills.
- **Risk & Insurance Liaison (W/M, GC):** Act as primary liaison with property insurance providers, proactively manage risk mitigation, and resolve safety compliance matters.
- **Capital Project Management (W/M, GC, E4):** Directly and indirectly oversee CapEx projects, renovations, and new construction from inception through closeout; coordinate vendors, budgets, and project timelines.
- **Other Duties (W/M, GC, E4, RW):** Perform other duties as assigned to support the mission and operational needs of the organization.

**COMMITMENT TO CHRIST and CCC**

- Demonstrates a personal relationship with Jesus Christ and actively engages in spiritual growth.
- Participates in regular accountability with a designated staff partner or approved individual.
- Adheres to the Mission, Vision, Core Values, Philosophy of Ministry, and Statement of Faith of CCC.
- Supports and upholds the policies and procedures outlined in the CCC Employee Handbook.

**TEAMWORK and PROFESSIONALISM**

- Embraces a collaborative team mindset and actively contributes to the objectives of the Vision & Strategy Team (VST).
- Maintains the highest standard of personal conduct and lifestyle, as outlined in the Team Assumptions.
- Demonstrates a commitment to excellence in all work, recognizing its significance.

**MINIMUM QUALIFICATIONS**

- **Experience:** Minimum of five (5) years experience in a director or equivalent role, related field, and preferably role
- **Education:** College Degree, consideration will be given to those who do not have a college degree based on their experience and level of responsibilities

**Knowledge, Skills, and Gifts:**

- **Maintenance & Technical Ability:** Deep knowledge of building systems (HVAC, MEP, roofing, life-safety); skilled at diagnostic troubleshooting, reading mechanical drawings, and using CMMS/work-order tools. Gifted in practical problem-solving and technical oversight.
- **Organizational, Project & Financial Management:** Strong planning, prioritization, and budgeting skills; experienced in scope development and CapEx project delivery. Gifted in managing multiple projects and making data-driven decisions.
- **Leadership, Compliance & Vendor Management:** Proven people-leadership and staff development ability; experienced in contract negotiation, vendor performance management, and compliance/audit oversight. Gifted in holding others accountable with grace.
- **Christ-Centered Relational Leadership:** Demonstrates integrity, humility, and a servant’s heart; excellent communicator and team builder who invests in others’ growth.

**EMPLOYEE ACKNOWLEDGEMENT:** I understand and acknowledge that my employment with Compassion Christian Church is "at-will," meaning it can be terminated by either party at any time, with or without reason, and with or without notice. This job description, along with any other provided documents, does not constitute an employment contract or guarantee of continued employment.

I have read and understand the contents of this job description. I understand that it may be subject to change and does not alter my "at-will" employment status.

Reviewed with employee by

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Received and accepted by

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_