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## Director of Facilities Job Description

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### **The Role:**

The Directors of Facilities will work in conjunction with Northway church staff, Cathedral Coffee staff, and Weekday preschool staff to ensure the facility is properly maintained and prepared for events. This is a crucial role in making sure the building can function properly and eliminate distractions for ministry. This role will be the primary liaison for selecting and managing vendors and responsible for structuring the most effective way to regulate cleaning and building security throughout the week.

**Supervisor:** The Facilities Director will report directly to the Director of Operations

**Classification:** Salaried full-time employee

### **Key Responsibilities:**

- **Maintenance:** Perform or direct the regular maintenance and repairs on church facilities and equipment to ensure a safe and functional environment.
- **Events:** Assist in the coordination, setup, and breakdown of church events, including worship services, community gatherings, and special events.
- **Janitorial:** Manage the maintain cleanliness and organization of all church facilities, including restrooms, classrooms, and common areas.
- Manage inventory of maintenance supplies and equipment, ordering new supplies as necessary.

- Collaborate with church staff, vendors, and volunteers to address facility-related needs and improvements.

### **Required Skills and Qualifications**

- High school diploma or equivalent; technical training in facilities management is a plus.
- Proven experience in building maintenance, custodial work, or facilities/project management.
- Strong problem-solving skills and ability to troubleshoot issues quickly and effectively.
- Excellent communication and interpersonal skills to work collaboratively with staff and volunteers.
- Ability to lift heavy objects and perform physical tasks as required in the role.

### **Character Traits:**

- **Authentic Faith-** A credible faith-walk and desire to please the Lord above all else.
- **Team Player-** willingness to embrace values, goals, and priorities of each ministry area and champion programming used to accomplish such goals through use of facility.
- **Servants Heart-** Authentic desire to serve others and lead by having a selfless attitude.
- **Personal Ownership-** This person will take pride in the presentation and functionality of the building by showing initiative in treating it as one's own.
- **Attention to Detail-** This person will have a high capacity for details and an eye for noticing issues and potential issues around the building.
- **Resourceful-** This person will implement a variety of resources and work to establish connections through relational equity and social intelligence to help get jobs done efficiently, timely, and cost effectively.

**If Interested please contact Stephen Howard at [showard@northwaychurch.net](mailto:showard@northwaychurch.net)**

