

JOB DESCRIPTION
DIRECTOR OF FACILITIES
FIRST UNITED METHODIST CHURCH
LAKELAND, FLORIDA

Revised: January, 2024
FT, 45+ hours
FLSA: Administrative, Exempt

General Qualifications

The Director of Facilities at First United Methodist Church is a pivotal leadership role that encompasses the direction, oversight, and comprehensive management of the church's campus facilities, equipment, and vehicles. This position demands adherence to the established standards set by the Board of Trustees and senior staff and a commitment to upholding the Staff Social Covenant and church policies.

Occupational Summary

The role involves managing a dynamic team and coordinating various events and activities across a large campus. The Director is responsible for the comprehensive management of the church's facilities, ensuring that all aspects of the campus support the church's mission and vision. This position requires exceptional managerial skills to provide a centralized and coordinated focus for facilities management. The ideal candidate will possess strong organizational skills, a proactive approach to problem-solving, and the capacity to handle a high degree of responsibility and complexity in a fast-paced environment.

Reports to

Senior Pastor

Supervises

Facilities Staff

Staff Management

- Responsible for the management of direct reports including training, coaching and mentoring of staff so they continually improve performance and achieve their potential.
- Maintains current job descriptions and a performance management system that includes setting goals and objectives and regular performance reviews. Schedules regular facilities team training, including the use of "outside" facilities professionals who can share their expertise in the field of maintenance, housekeeping, safety, security, and related fields.
- Ensures compliance with all health and safety requirements by facilities staff and independent contractors.
- Responsible for training all new facilities department staff.
- Responsible for assigning all required job assignments, scheduling, and coordination of facilities department staff.

Work Performed:

Financial Management

- Responsible for financial management of the facility's annual operating budget under the direction of the Board of Trustees, Church Administrator and senior staff;

- Responsible for the management of all building projects assigned by the Board of Trustees or senior staff (including budget development and management)
- Responsible for reporting periodically, but not less than bi-annually, to the Board of Trustees, the status of the annual budget, including spending trends.

Management of all Campus Facilities (building, vehicles, parsonages, grounds, rental properties)

- Develop, implement and manage an asset management process.
- Management of facilities minor/major repairs, maintenance, or refurbishment projects under the direction of the Board of Trustees and senior staff.
- Ensure all building compliance requirements are met and are up to date.
- Management of the security on the campus, at First UMC.
- Responsible for all grounds maintenance.
- Responsible for securing appropriate supplier/vendor contracts and, with the approval of the Board of Trustees, management of the contracts and agreements.
- Responsible for preparing, letting and the tabulation of all facilities/maintenance, and construction bids.
- Performs other duties as assigned by immediate supervisor.

Timetabling & Space Management

- Responsible for maintaining comprehensive facilities use programs that include, but not limited to, scheduling, coordination and use of the buildings, vehicles, and grounds for church approved activities. This includes maintaining the master activities calendar used by the church.

Other Responsibilities

- Management of the First UMC vehicle fleet including motorized vehicles and all cargo trailers.
- Maintain and keep furniture and fixtures up to date, recommending replacement to the Board of Trustees when appropriate.
- Management of all staff moves and relocations.
- Responsible for classroom/space/activity setups, including chairs, tables and equipment as required.
- Works closely with senior staff and the Board of Trustees in the development and implementation of a recovery and continuity plan for all First UMC physical facilities in the event of severe weather, or other events that would cause major facility disruption.
- Issue security alarm codes, access control fobs and facilities keys as appropriate. Maintain a comprehensive inventory of all keys, codes and devices issued.
- Must be available for emergency contact 24 hours per day, seven days per week, in the event of an emergency.

Education/Training/Licensure

A minimum of a high school or equivalent diploma and 5 years experience in facilities management in a church, hospital, hotel or school environment is required. Years of formal educational training may constitute years of experience at the discretion of the Board of Trustees. Bachelor's degree preferred. It is helpful, but not required, if additional training has been completed and certifications are available for review.

Community and/or Professional Organization membership

The director is encouraged to become active in organizations such as, but not limited to, the National Association of Church Facilities Directors.

General Qualifications

The Director of Facilities shall be grounded in basic Christian doctrine, having and professing faith in Jesus Christ and agrees to uphold the Staff Social Covenant and Church Personnel Policies. This position shall demonstrate managerial skills necessary to provide a central coordinated focus for the church owned facilities (building, grounds, equipment, and vehicles). He/she shall be committed to and seeking opportunities for personal and professional growth, willing and able to work with other staff/areas of the ministry of this church in a collegial manner.

Required Skills: Good oral and written communication, decision making, critical thinking and organizational skill. Knowledge of building maintenance, supply inventory, equipment and mechanical systems, including but not limited to commercial and residential HVAC, electrical, plumbing, alarm and access control systems. Familiarity with current local, state and federal codes, regulations, and standards. Experience with a personal computer system, software applications, such as, but not limited to, Microsoft Word, Excel, Outlook, and Edge and a work order management system. Ability to supervise assigned personnel and maintain a working relationship with church staff, members, vendors and contractors and the general public.

Other Characteristics: Possession of a valid Florida driver's license and evidence of a safe driving record within the last three years required.

Additional Training: Continued employment may be contingent upon participation in and successful completion of a continuing education event approved and or recommended by senior staff. CEDs are filed in employment file and are considered during annual employment performance review.

Work Experience: 5 years' experience in facilities management, which includes the supervision of subordinate personnel or direct reports.