

Job Summary: The Director of Facilities is responsible for overseeing the management, operation, and maintenance of an organization's physical infrastructure and facilities. This includes ensuring the safety, functionality, and aesthetics of all facilities, managing a team of staff and volunteers, and ensuring compliance with regulatory standards.

Responsibility:

- Commit to doing whatever is necessary in biblical accordance to accomplish the mission and vision of Friends Church.
- Active participation in the planning, implementing, executing, and closing all Buzz Event Initiatives (All church events) at Friends Church.
- Be an active participant in creating opportunities that lead to eternal salvation.
- Commit to helping in the discipleship of believers at Friends Church to help the Family of God grow in their faith.
- Active participant in the shepherding of God's flock according to 1 Peter Chapter 5.

Key Responsibilities:

1. Facility Operations Management:

- Oversee the maintenance and repairs of the buildings and grounds.
- Develop and implement preventative maintenance programs inclusive of scheduled inspections.
- Develops and implements long and short-range goals, objectives, policies, procedures and work standards for the department(s); prepares and administers the department(s) budget.
- Ensure the proper operation of HVAC, electrical, plumbing, security, and other systems.
- Review and process work orders and tasks every workday inclusive of creating the task, adjusting expectations with submitter, prioritizing, assigning, and communicating completion.
- Authorizes purchase orders for acquisition of assets, material and supplies; approves payment and administers various contracts within budgetary appropriations.
- Utilize digital tools and systems to manage work orders, purchase orders, warranties, preventative maintenance, and resource schedules.

2. Facility Operations Execution:

- Provide project management and volunteer recruitment skills to help manage and maintain the property of Friends Church.
- Manage and supervise facilities staff and volunteers, including maintenance technicians and groundskeepers.
- Coordinate with external contractors and service providers when necessary.
- Leverage craftsmanship skills to assist in the maintenance and development of the Friends Church campus and property.

Role: Director of Facilities

- Coordinates schedules and special event operations for the purpose of ensuring required facilities preparation.

3. Vendor and Contract Management:

- Negotiate and manage contracts with third-party vendors for services such as HVAC, elevator support, landscaping, waste management, security, etc.
- Ensure quality and compliance with service level agreements.

4. Strategic Planning and Space Utilization:

- Assist in long-term facility planning and capital improvement projects.
- Analyze and optimize space utilization to support the organization's growth and needs.