

St. Luke's United Methodist Church

Director of Facilities

Date: August, 2007

Status: Exempt/Full-time

Job Summary

The Director of Facilities will work under the direct supervision of the Minister of Administration and in harmony with other staff members and ministry team leaders in fulfilling the church's mission and vision as established by the Senior Pastor, accepting the vital leadership role to initiate and offer resources, organization, and support for the growing ministry of St. Luke's United Methodist Church.

General Purpose Of Job

Under supervision of Minister of Administration, plans and oversees building maintenance, housekeeping, grounds maintenance, security, and safety functions for the church. Establishes, implements, and enforces facilities policies and procedures, and sets workflow priorities and quality standards for maintenance, housekeeping, security, and safety tasks. Oversees or performs various routine maintenance and custodial tasks in support of the church, Supervises all custodial and maintenance staff and oversees various work projects for volunteers. Responds to all work requests and customer inquiries in a timely and courteous manner. Regularly contacts various building and grounds users and church staff to resolve a variety of problems. Develops and maintains an in-depth knowledge of church operations and objectives, and overall knowledge of other departments. Regularly coordinates with various staff regarding the status and quality of the condition of the building and the grounds. Establishes and maintains a fixed asset inventory system.

Primary Duties and Responsibilities:

1. Supervise and direct custodial, housekeeping, groundskeeping, maintenance and security staff members.
2. Coordinate with other staff members to ensure proper set-up and tear down of classrooms and other facilities.
3. Ensure that parking lots are clean and well-maintained.
4. Maintain an appropriate inventory of cleaning materials and supplies.
5. Ensure that air conditioning, heating, security and sound systems are well-maintained and in good repair.
6. Work with appropriate government agencies to ensure that buildings are safe and meet current code requirements.
7. Schedule and coordinate major cleaning projects with other staff members.
8. Schedule and coordinate work with outside contractors as necessary.
9. Provide emergency "on call" services.
10. Work with appropriate staff, committees, officers and leaders in managing the church facilities.
11. Attend regular staff meetings.
12. Perform other duties as assigned by the Senior Pastor or Minister of Administration.

Contact Information

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