



JOB DESCRIPTION

DATE: May 9, 202
JOB TITLE: **Facilities Director**
LOCATION: Cedar Falls Campus
REPORTS TO: Campus Pastor
FLSA STATUS: Full-Time, Exempt
WEEKENDS: No, however on call 24/7

SUMMARY

The Facilities Director will oversee the proper maintenance and use of the Cedar Falls Campus physical plant and support the ministry of Prairie Lakes Church by managing facility needs, staff, and volunteers. Other duties include offering general support to other staff, committees, ministries and congregation as needed and required for ministry objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES Other duties, in addition to these may be assigned.

- Assure that all church facilities are properly maintained, secured, equipped, available, safe, and ready for use when needed and that necessary facility arranged services or supplies are available when needed.
- Recruit and invest in volunteers and volunteer teams to perform both routine and special facilities projects.
- Project management of construction projects needed to make the facility more efficient. This includes making recommendations for changes to structure and systems as church needs change, negotiate contracts with subcontractors, recruit volunteers to help where applicable and oversee projects from start to finish.
- Act as the campus' chief safety compliance officer, using applicable OSHA standards as guidelines and assuring that church facilities are in compliance with all codes, regulations, safety standards and maintenance schedules.
- Establish, negotiate, and maintain working relationships and contracts with vendors and contractors.
- Be responsible for preventative maintenance, scheduled maintenance, troubleshooting, and repairs of the facility, facilities equipment, and systems.

SUPERVISORY RESPONSIBILITIES

Supervise the Custodian Coordinator, volunteers, and any necessary temporary and project-oriented staff that assist with special projects under his/her direction.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Education and/or extensive training in facilities management or other comparable area of study.
- Knowledge of HVAC and other building systems
- Experience in managing projects, subcontractors, staff, and volunteers.
- Experience with general construction work, mechanical systems, and utilities preferred.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems efficiently and effectively while maintaining good working relationships.

OTHER SKILLS AND ABILITIES

Have an enthusiastic willingness to serve Christ and His church. Be a team player and demonstrate interpersonal, networking, supervisory skills and flexibility to accommodate needs of church ministries.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb ladders; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The building is multi-level with several sets of stairs but is handicap accessible and equipped with an elevator. This campus has a nonsmoking environment.

COMMENTS

The above statements are intended to describe the general nature of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Approved by Employee _____ Date _____

Approved by Supervisor _____ Date _____