

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Job Title: Facilities Director

Department: Facilities

Hired By: Director of Operations

Reports To: Director of Operations

Campus: Loop

Status: Full Time Exempt

Employment Category: IIIA

Summary of Position: The Facilities Director oversees the Campus Grounds, Facilities, Maintenance, Annual Facility Operating Budget, and Facility Usage. Candidates should have a love for Jesus and for facilitating ministry.

Purpose: To serve the Lord and his Church by stewarding the building at the Loop campus.

Duties and Responsibilities:

Oversee and manage Facilities employees and outside contractors. This includes administrative staff, housekeeping (i.e. room setup and building cleaning), general maintenance (i.e. painting, simple repairs), HVAC operations and maintenance, access control, fire alarm systems, external grounds keeping, and licensed or skill required work such as mechanical, plumbing, electrical, elevator and major renovations/repairs.

Oversee the Facilities operating budget.

Work with ministry groups to foster positive communication and coordination with the ministries that are the users of the church campus.

Work with other Operation Division groups such as Culinary, Calendar, Security / Safety and IT to coordinate delivery of services to ministries and members.

Develop planned strategies for the weekly needs and long term care of the church campus.

Function as the staff liaison to the Facilities Committee.

Responsible for all renovations and construction project on campus.

Attend weekly meeting with custodial service provider to review upcoming events for the week.

Present for Sunday services and Wednesday night programming, as well as other major events.

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.

Skills Requirements: Select all that apply

- Language skills Math skills Reasoning ability
- Computer skills: Windows Mac MS Office MS Outlook

Other: Understanding of concepts and building operation services i.e. HVAC, Plumbing, Electricity, building surfaces, access control – door locks, etc.

- Administration Service to others Teacher/Leader
- Good Communication skills Team builder Self-disciplined
- Servant leader Decision maker Strong work ethic
- Empathy for ministry partners Attention to detail

Education and/or Experience: Select all that apply

- College graduate preferred Administrative Experience Personnel Management
- Church Staff experience preferred

Organizational Relationships: Reports to Director of Operations

Working Conditions: Select all that apply

- 40 hour work week Additional hours as needed Occasional off campus activities
- Continuing Education Specialized training Occasional travel

Prepared By: Chad Hamm

Title: Director of Operations

Date Prepared or Revised: June 12, 2024

Signature of preparer: _____

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

Employee Signature

Date

Print Name