

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Job Title: Facilities Director

Department: Operations

Recruited By: Campus Pastor

Reports To: Minister of Campus Development

Location: Sienna

Status: Full Time Exempt

Proposed Employment Category: IIIA

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

Purpose: To provide overall support services to the Sienna Church body as a whole.

Duties and Responsibilities:

- Oversees the Facilities Operations Group. This includes weekly coordination with the HFBC Sienna Campus Pastor, the Minister of Campus Development, the Executive Assistant and the local DTK Facility service staff to ensure that the Sienna grounds and facilities are serviced on a weekly basis as well as develop a long-term program for facility utilization, servicing, and upkeep.
- Advises and coordinates maintenance requirements and the DTK Sienna custodial representative for local contractor assistance. Coordinates Monarch Landscape Management (lawn and sprinkler), Graco Mechanical (HVAC), Lakey Electrical (commercial electrical service and repair), HAR-CON Mechanical (plumbing), and Shipwash Annual Elevator Inspection Service.
- Attend Brookstone Construction and Kirksey Architects bi-monthly - Owner, Architect, and Construction (OAC) Meeting.
- Coordinate with Brookstone Construction (Sienna Project Superintendent) all sub-contractor installation and warranty items for the new 53,000 square foot facility.
- Develop a master plan schedule and timeline for all Sienna ministry departments to include move out/move in, set-up, furniture installation and DTK janitorial needs for the new facility.
- Fire and Security – Coordinate overall security and fire preparedness with the HFBC Director of Security. This includes weekly onsite police officers and special event officers, annual safety inspections related to facility fire preparedness (Missouri City Fire Marshall) and with the contracted fire monitor service (FirePro Tech) and All World Security for security cameras. Plan and conduct annual fire drill for Sienna.
- Works with the Campus Pastor and Minister of Campus Development to develop the annual operating budget and provides quarterly reviews of those expenditures. Maintain receipts and expenditures (related to the areas overseen by the Facilities Director) to be reconciled monthly and be prepared to discuss budget items as requested.
- Oversee regularly scheduled maintenance for all HFBC vehicles (van) and make sure vehicles remain in proper, safe working order.
- Purchase needed supplies for maintenance and for facilitating ministry.
- Attends the weekly Sienna staff meetings, and other meetings as requested, to ensure that facility, security, parking, and maintenance requirements are understood and coordinated along all ministerial and volunteer levels.

- Coordinates local and community relations for on and offsite events through the Missouri City Development and Review Coordinator and the local Sienna Plantation Residential Association (SPOA).
- Advises and coordinates with other departments and ministries as questions and issues come up related to areas under the Operations Group.
- Plans and Coordinates the Annual Sienna Serve - Ministry Work Site location and logistical requirements for the week.
- Assist the Men Serve Coordinator to ensure projects are carried out in the most efficient and godly manner possible.
- Define, implement, and revise as needed our operational policies.

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

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Language skills | <input checked="" type="checkbox"/> Math skills | <input checked="" type="checkbox"/> Reasoning ability |
| PC skills: <input checked="" type="checkbox"/> Windows <input checked="" type="checkbox"/> MS Office <input checked="" type="checkbox"/> MS Outlook <input checked="" type="checkbox"/> MS Excel | | |
| <input checked="" type="checkbox"/> Administration | <input checked="" type="checkbox"/> Service to others | <input checked="" type="checkbox"/> Teacher/Leader |
| <input checked="" type="checkbox"/> Good Communication skills | <input checked="" type="checkbox"/> Team builder | <input checked="" type="checkbox"/> Self-disciplined |
| <input checked="" type="checkbox"/> Servant leader | <input checked="" type="checkbox"/> Decision maker | <input checked="" type="checkbox"/> Strong work ethic |
| <input checked="" type="checkbox"/> Empathy for ministry partners | <input checked="" type="checkbox"/> Attention to detail | |

Education and/or Experience: Select all that apply

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> College graduate preferred | <input type="checkbox"/> Administrative Experience | <input type="checkbox"/> Personnel Management |
| <input type="checkbox"/> Church Staff experience preferred | <input type="checkbox"/> Other: Click here to enter text. | |

Organizational Relationships: Reports to Minister of Campus Development.

Working Conditions: Select all that apply

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> 40 hour work week | <input checked="" type="checkbox"/> Additional hours as needed | <input checked="" type="checkbox"/> Occasional off campus activities |
| <input type="checkbox"/> Continuing Education | <input type="checkbox"/> Specialized training | <input checked="" type="checkbox"/> Occasional travel |

Prepared By: Ron Barkley

Title: Minister of Operations

Date Prepared or Revised: January 22, 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