

Position Title: Facilities Director

Reports to: Director of Ministry Support

FLSA Status: Full-time, Exempt

Department: Ministry Support

Supervises: Maintenance Technician

Pastoral Status: Non-pastoral

JOB SUMMARY

The Facilities Director provides leadership and direction for facility operations of all physical facilities and land of Center Pointe Christian Church (CPCC), ensuring the property is safe, welcoming, functional, and operated efficiently while minimizing liability. The Facilities Director works relationally and professionally with people within and entities outside of CPCC to manage the daily operations of all CPCC spaces. The Facilities Director wins by building people, systems, and environments which set up ministry to happen safely and effectively while moving CPCC through seasons of growth and multiplication.

KEY DUTIES AND RESPONSIBILITIES

Scheduling

- Coordinate and provide support for internal meetings and events. Train and equip event requestors for set-up and take down of events or meetings, while ensuring requested furnishings and equipment are available.
- Oversee building usage requests from external organizations; scheduling event resources and personnel as needed.
- Manage the church calendar system and resolve scheduling conflicts.

Administrative

- Exercises independent judgment in evaluating facilities, operational, safety, financial, and resource-management issues; determine appropriate courses of action within established authority and provide recommendations to senior leadership on matters affecting facilities operations, organizational resources, risk, and long-term planning.
- Administer and oversee expenditures related to building, facilities, and grounds operations, including evaluating needs, establishing spending priorities, monitoring budget performance, and authorizing or recommending expenditures within established budgetary authority.
- Maintain facilities and grounds maps and schematics.
- Manage and track building access by providing badges and keys to staff and approved volunteers.
- Manage HVAC zones, monitor via online portal, and ensure connection to church calendar.
- Manage building systems and schedules, including locks/access control, HVAC, security, and other facility operations.
- Optimize space utilization and manage allocation of resources for new or existing facilities.

Planning

- Develop and implement long-term facilities maintenance and asset-management strategies, including evaluating the condition and lifecycle of building systems and equipment, establishing maintenance priorities, and recommending replacement or capital-investment strategies.
- Prepare an annual budget. Establish priorities and make recommendations regarding allocation of resources.
- Assess safety, operational, and regulatory risks associated with church facilities and recommend and implement appropriate corrective measures, priorities, policies, and resource allocations.

Safety

- Administer the church's facilities compliance program, including evaluating applicable building, fire, safety, environmental, and OSHA requirements; coordinate with governmental agencies, inspectors, and other authorities; identify compliance risks; and develop and implement corrective actions as necessary.
- Manage operation of security and fire systems and respond to issues as needed. Share on-call responsibilities with direct reports, emergency contact list, and direct supervisor.
- Lead volunteer Emergency Response Team (ERT), Medical Response Team (MRT), and Lock-Up Team through recruiting, vetting, onboarding, training, and scheduling.
- Ensure proper forms are filled out with accidents occurring on CPCC property.
- Be available to respond to emergency facility needs during services, events, weekend, and other critical times or develop an appropriate on-call response team.

Maintenance

- Provide oversight and responsibility for the buildings, grounds, parking lots, equipment, building systems, general security and housekeeping, signage, ensuring the facilities are fully operational safe, clean, and prepared for services and ministry/community activities.
- Develop and maintain a pro-active facility-care plan, including cleaning/custodial, preventative maintenance, repairs, upgrades, and long-term capital needs.
- Coordinate timely repairs and improvements identified proactively through regular walk-throughs and responsibly through work requests.
- Manage routine maintenance of HVAC, electrical, plumbing, landscape, and safety systems, and coordinate repairs with vendors to ensure facilities remain fully operational.

Leadership

- Meet regularly with direct reports to plan upcoming work and evaluate completed work. Assist in setting 90 day goals and provide annual reviews for direct reports.
- Build a volunteer centered culture with the ability to select, train, lead, and assign work to a team of volunteers while cultivating a culture of service and excellence.
- Raise up volunteers from within CPCC who help carry the mission by executing tasks and projects around the facilities.
- Develop volunteer leaders who can lead teams of other volunteers.

Multi-Site Preparation & Execution

- Direct the planning, evaluation, procurement, and implementation of equipment and systems for new or renovated facilities; evaluate alternatives and vendors and make recommendations regarding significant purchases and investments based on operational requirements, cost, quality, risk, and long-term sustainability.
- Establish and maintain standardized operational systems, documentation, controls, and reproducible workflows to support efficient, consistent, compliant, and scalable facilities and technical operations.
- Oversee the planning, purchasing, and installation of equipment for new or renovated spaces, ensuring quality, efficiency, and long-term sustainability

QUALIFICATIONS

Education

- High School diploma or equivalent

Skills/Specialized Knowledge/Abilities

- Experience in facilities management, maintenance, or a related field.
- A multi-tasking team player with high energy, strong interpersonal skills, and a positive attitude who is able to establish and maintain relationships within the CPCC staff and outside vendors.
- Advanced ability to plan and budget time appropriately while adapting and problem solving in the moment. Able to respond calmly and effectively to facility emergencies.
- Capable of coordinating multiple tasks and adjusting to the changing priorities, meeting deadlines, while working under pressure and remaining flexible.
- Negotiating skills. Knowledge of relevant regulations and laws.
- Demonstrate sound judgment in decision making.
- Understanding of alignment with core values, mission and vision of the church.
- Ability to select, train, supervise and assign work to a team of volunteers.
- Computer proficiency with Google Workspace in a Mac environment.

Licenses/Registrations/Certificates

- n/a

WORK SCHEDULE

- **Weekdays:** Mon-Thurs, 8:30am - 4:30pm. Flex time available to compensate for evening work.
Sunday Hours: 7:00am - 1:30pm.
- 40 Hours per week
- **Holidays** such as Easter and Christmas are required workdays, and the week leading up to these holidays should be considered unavailable for personal vacation.

PHYSICAL REQUIREMENTS

Work Environment

- Most work is performed in a large, multi-level office, or church environment.
- While performing the duties of this job, the employee is regularly exposed to mechanical parts, potential risk of electric shock, water exposure and vibrations.
- The employee may be periodically exposed to fumes and airborne particles.
- The employee is occasionally exposed to wet and/or humid conditions; toxic or caustic chemicals; high precarious places; and outside weather conditions.
- The noise level in the work environment is usually moderate.

Physical Demands

- **Mobility:** The ability to walk, stand, and move freely throughout church facilities. Performing physical activities that require considerable time and use of endurance including arms and legs and moving the whole body, such as climbing, bending, lifting, balancing, walking, stooping, kneeling, crouching, crawling and handling of materials.
- **Computer and Office Work:** Regular use of a computer keyboard, phone controls, and other standard office equipment, which requires manual dexterity, close vision, and the ability to sit for long periods. Physical ability to sit and perform computer work at desk space including but not limited to, neck/back strain, stationary sitting, blue light and typing.
- **Lifting:** The ability to lift and move items such other equipment/supplies, up to 50 pounds or occasionally more.
- **Communication:** The regular need to talk and hear in various contexts, including leading volunteers, training sessions, meetings, and public speaking.
- **Vision:** Specific vision abilities, including close vision, distance vision, and the ability to adjust focus. Ability to visually assess property conditions.

SPIRITUAL REQUIREMENTS

As a Center Pointe staff member, the Facilities Director is expected to: be an actively contributing member of Center Pointe aligned with the beliefs in our Statement of Faith, reflect Christ in both words and actions and follow Christ as a role model in their personal life and ministry at Center Pointe, and to promote and demonstrate the Center Pointe Core Values and Staff Values as part of an ongoing lifestyle.

PERFORMANCE REVIEW

The Facilities Director will participate in a performance review process at least annually. Performance will be measured relative to staff and church values, as well as the job description and strategic objectives previously established.

EMPLOYMENT AT-WILL

All employees of Center Pointe are at-will, and as such, are free to resign at any time without reason. Center Pointe, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be construed as, a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended to and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of Center Pointe has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

ACKNOWLEDGMENT

I have read and received a copy of my job description and at-will employment statement. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I also understand that the statements above are intended to describe the general nature and level of work being performed by me and are not to be construed as an exhaustive list of responsibilities, duties, and skills required for this position. Therefore, I may perform other related tasks under the direction of my supervisor and/or the Team and Teaching Pastor.

This job description is not intended to be all-inclusive; the employee will also perform other reasonably related job duties.

Employee Printed Name

Employee's Signature

Date

Supervisor Printed Name

Supervisor's Signature

Date