



# Facilities Director Job Description

## **OBJECTIVE**

The Facilities Director will care for and enhance the facilities of New Hope Church by developing staff, systems and a culture of excellence and by providing maintenance expertise and initiative.

## **SCOPE**

- Full-Time // Exempt
- Ministry Staff // Resource Ministries // Reports to Senior Associate Pastor

## **RESPONSIBILITIES**

### **NHC Staff**

- Be a champion of NHC's vision and ministries
- Work collaboratively with other NHC ministry leaders to cultivate partnership and effectiveness
- Participate and invest in NHC staff community
- Committed to NHC as a local church and eligible for church membership
- Eagerly embrace additional opportunities to contribute to NHC's ministry impact

### **Facilities Ministries**

- Lead, develop and shepherd custodial staff, championing values of servanthood, hospitality and excellence
- Maintain and build a qualified custodial staff through hiring, training, scheduling and supervising
- Develop and oversee routine cleaning and preventative maintenance schedules for all campuses
- Assess facilities concerns, completing repairs in-house when possible or contracting vendors when necessary
- Establish and maintain facilities and maintenance workflow management system and repair log
- Select and manage relationships with contractors and vendors for ongoing needs and special projects
- Ensure collaboration between custodians and Resource Ministries team to ensure proper event setups
- Manage schedule and programming of automated door locking system
- Assist in developing and overseeing security ministry
- Serve on Property Council and provide regular report of facilities projects, maintenance and annual checklists
- Assist in developing long range campus improvement plans to better resource ministries
- Assist in creating and administering facilities budget to maximize ministry impact
- Oversee the purchase and upkeep of equipment and supplies and maintain NHC vehicles
- Coordinate and shepherd volunteer handymen
- Support and collaborate with Arts & Interior Design Lead to enhance aesthetics at all campuses

## **PROFILE OF PREFERENCE**

- Christ-likeness characterized by 1 Timothy 3
- Alignment with NHC's Statement of Faith
- Proven leadership and experience managing large facilities and multiple staff
- High attention to detail and resourcefulness
- Excellent communication and organizational skills
- Strong initiative and follow through