

The Crossing

Position Profile

Date: 08/09/2017

Position Title: Facilities Director

Ministry

Operations

Department: Operations

Executive Pastor: Bruce Swerdfeger

Status: Part Time Full Time

Non-Exempt

Exempt

Total Hours: 40

Weekend Hours: Saturday & Sunday

Foundational Scripture

“For even the Son of Man did not come to be served, but to serve, and give his life as a ransom for many.” Mark 10:45

Summary of Role

- To maintain our campus at a high standard such that anyone who walks on our campus knows they are welcome, cared for, and can belong here.

Key Objectives

- Leadership / Volunteer Recruitment & Development
- Leader / Volunteer / Attender Care
- Program / Ministry/ Functional Development
- Weekday and Weekend Responsibilities

General Responsibilities

- Manage the interior and exterior of all buildings and surrounding property
- Manage Facilities Team assigning specific daily duties and tasks
- Active personal engagement in daily maintenance and Facilities duties and tasks
- Serve as primary contact for all Facilities related matters
- Participate in All Staff, Supervisor, and Departmental meetings as required

Specific Duties / Tasks

- Oversee and coordinate a cleaning team to keep the building and grounds attractive and well maintained.
- Maintain upkeep of grounds, performing basic functions and oversight of landscaping, and other maintenance related duties.
- Perform minor repairs, including but not limited to masonry, minor electric, plumbing and temporary repairs in an emergency.
- Supervise Facilities staff; oversight of evening custodial staff and volunteers.
- Work with program/ministry leaders in coordinating facilities usage in support of work and meeting needs (set up and take down of sanctuary and meeting rooms for classes and meetings), physical resources (i.e. equipment), and managing access to the building.
- Work with the Pastoral Team in the planning and execution of building construction and improvement projects.

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- Work with contractors and vendors in the planning of projects, acquisition of proposals and oversight of work performed. Negotiate cost and scheduling needs with contractors when maintenance and repair services are needed.
- Attend building-related meetings regarding policies, needed repairs, significant projects, and events.
- Occasionally coordinate groups of volunteers for certain projects and maintenance to be executed by volunteers.

Key Relationships

- Reports to Executive Pastor of Ministry
- Manages all Facilities Coordinators
- Manages all Facilities vendors and volunteers

Qualifications

- Growing walk with Jesus Christ, exemplified by a life of obedience and example
- Whole-heartedly supports and models the mission, vision and values of The Crossing
 - Regularly attends weekend services
 - Pursues relationships with non-believers
 - Extends invitations for weekend services to non-believers
 - Participates in an annual Outreach event
 - Participates in a Small Group
 - Faithfully tithes
- Relates and works well with church staff and lay leadership