

GOOD SHEPHERD LUTHERAN CHURCH

POSITION TITLE: DIRECTOR OF FACILITIES

REPORTS TO: CHIEF OPERATING OFFICER (COO)

HOURS: FULL-TIME, INCLUDING WEEKENDS AND EMERGENCY ON-CALL

FLSA OVERTIME STATUS: EXEMPT

VISION: Employees of Good Shepherd Church support the church's vision statement through our position responsibilities. We each have a commitment to: Reach and transform spiritually distracted people so we all love and serve God.

PURPOSE: The purpose of this position is to maintain the building facilities and church grounds to ensure a safe, clean, and welcoming environment in which worship and ministry can take place at Good Shepherd Lutheran Church. With the COO, this position works with the wide range of staff, ministry leaders, and outside vendors, regarding building maintenance, building use and allocation, and security. This position also serves as part of the leadership team that collaborates to create relevant evangelism, discipleship, fellowship, service, and worship experiences that engage people to grow their relationship with Jesus Christ.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The position's duties and responsibilities include, but are not limited to:

- Participates in the leadership team of the church, supporting the mission and ministries by attending Directors' meetings, serving on ministry teams, and leading volunteer and staff teams.
- Ensures a safe, functioning, and clean facility through the supervision of staff, outside vendors, and volunteers.
- Responds to major and minor repair needs and emergency situations by performing basic maintenance and repair, or hiring vendors for areas including but not limited to plumbing, electrical, air conditioning, heating, security, kitchen equipment, ministry equipment, lawn care, snow removal, cleaning, pest control, and parking lot maintenance and lighting.
- Coordinates with COO to obtain and monitor competitive proposal contracts for repairs, ongoing maintenance, and capital improvements.
- Serves as Facility Scheduler by coordinating and communicating building use needs and limitations with staff and lay ministry, providing appropriate access, set-up, use, storage, and clean-up of the facilities. Creatively resolves conflicts regarding space and equipment utilization.
- Coordinates building and facility changes such as lighting, electrical, and any other alterations that take place within the building. Serves on any future team that plans and implements facility renovation and new construction.
- Oversees regular cleaning and janitorial services throughout the building.
- Ensures building safety and local building code compliance.
- Implements and maintains the staff phone system, including adding users and extensions, wiring, and cabling.
- Maintains and monitors a security plan for the facility that includes electronic door access, overnight security, and the use of a security camera system.
- Supervises staff and volunteers including recruiting, training, scheduling, conducting performance reviews, and identifying staffing needs.
- Communicates with COO, City of Naperville, neighboring community, and church staff and volunteers regarding building and grounds policy, schedules of repairs, cleaning, safety codes, and general use.
- Develops and administers a Facilities and Maintenance budget showing a commitment to good stewardship.
- Maintains an interior and exterior signage program in collaboration with the Communications Team that is invitational and instructional.
- Maintains building assets inventory including warranties, maintenance contracts, and other relevant information.
- Reviews existing contracts on an on-going basis.
- Develops and organizes building property files and documentation.

KNOWLEDGE, SKILLS, AND ABILITIES: Growing personal relationship with Jesus Christ, a commitment to the mission and core values of Good Shepherd Lutheran Church, and the ability to actively participate in our faith community. Strong knowledge of building maintenance and facilities management and obtaining bid proposals and maintaining contracts; good knowledge of training and supervising staff and volunteers; some knowledge of basic building and equipment repairs. Considerable skill in negotiating and maintaining contracts, communication, problem-solving, administration, and developing and administering a budget; good skill in use of computers and facility-related technology and controls. Strong ability to perform basic facility repairs,

operate equipment, prioritize a variety of work requests and schedules, and build relationships with staff and others.

EDUCATION AND EXPERIENCE: Seven to ten years of experience in Building Maintenance, Facilities Management, and/or Property Management, or equivalent combination of training and experience is preferred.

PHYSICAL REQUIREMENTS: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires significant physical exertion at times including standing, lifting, and transporting objects up to 50 lbs.; and climbing ladders, lifts, stairs, etc.

WORK ENVIRONMENT: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Position may include exposure to weather; uncomfortable, unclean, or small work spaces; and moving mechanical parts.

ADDITIONAL REQUIREMENTS INCLUDING CERTIFICATES, LICENSES, REGISTRATIONS: None.