

JOB DESCRIPTION

WOODSIDE BIBLE CHURCH

6600 ROCHESTER ROAD TROY, MI 48085

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Position Title:	Assistant Director, Facilities
Department:	Facilities
Campus:	Central
Date:	October 2021
Supervisor:	Director, Facilities
FSLA Status:	Exempt

Position Profile:

The role of the Assistant Director of Facilities is to work with the Director of Facilities and the Executive Director of Operations in the managing of all Woodside Bible Church facilities, focusing on the areas of custodial, building, maintenance, and transportation.

Skill Set:

- Knowledge of and experience in properties, plant management, and maintenance
- Excellent personal communication skills
- Ability to multi-task in pressure situations
- Capability of adapting to a constantly changing schedule
- Ability to promptly assess a situation and execute a plan of action
- Working knowledge of Excel and Word. Computer literate
- Ability to manage, delegate, and coordinate on a large scale (e.g., staff, contractors, vendors, work requests)
- Broad knowledge of, and experience in, facilities repair and maintenance such as: plumbing, electrical, carpentry, and HVAC
- Detail focused

Competencies:

- Attention to Detail
- Building and Supporting Teams
- Decision Making/Judgement
- Delegating Responsibility
- Demonstrating Initiative
- Driving Projects to Completion
- Integrity/Ethics
- Interpersonal Skills
- Job Knowledge
- Maintaining Work/Life Boundaries
- Managing Resources
- Performing Physical or Mechanical Tasks
- Servant Leadership
- Servicing Staff
- Teamwork
- Working Safely

Experience Qualifications:

- Graduate of a technical school or bachelor's degree desired
- Minimum ten years of experience in managing, delegating, and coordinating operations on a large scale

Duties and Responsibilities:

With the Director of Facilities -

- Manages contractors, vendors, staff, and volunteer facility team leaders for multiple campuses

- Manages the Maintenance, Custodial, and Transportation divisions
- Ensures code enforcement (e.g., insurance requirements, fire drills, evacuation plans)
- Oversees the maintenance and appearance of Woodside Bible Church facilities and campuses
 - Leads overall facilities management to ensure efficient, effective, safe, clean buildings and equipment, within budget
 - Determines needed contracted services and/or employees
 - Hiring and oversight of any janitorial and facility operations employees
 - Tracking and managing of any contracted services (lawn service, snow plowing, etc.)
 - Ensures that a regular preventative maintenance program for facility and grounds is established and followed
 - Maintains procedures (i.e., forms) for FMX maintenance requests
- Manages equipment warranties, files, and insurance
 - Ensures all facility equipment is regularly maintained (mechanical, sprinkler, fire extinguishers, security, etc.)
 - Maintains service contracts on all related equipment
 - Maintains files on all equipment, including such information as user guides, warranty information, manual, purchase information, etc. This includes all substantial equipment in the building
- Assures the safety and environmental excellence of the facilities
 - Creates a safe physical environment for all elements of the ministry
 - Oversees program events assuring safe processes are followed
 - Keeps Woodside Bible Church in compliance with OSHA / ADA standards
 - Assures that Woodside Bible Church is in compliance with local city CFD codes
- Develops the interiors of the facility
 - Ensures the facility is visually pleasing with regards to aesthetics, décor, etc.
- During phases of construction, assists the Executive Director of Operations in responsibilities related to facility management
 - Assists in the initial set-up of contracts and services
 - Assists in the ordering of furnishings, and the tracking of furnishing orders and expenses
 - Assists in the coordination of delivery schedule
 - Assist in managing construction-related files and documents
- Performs all other duties assigned by the Director of Facilities and Executive Director of Operations
- Working within the budget

Spiritual Responsibilities:

- Ensures that all actions performed within the context of this job position accomplishes and furthers the mission, vision, and values of Woodside Bible Church (Belong, Grow, Reach).
- Adheres to the Statement of Faith as established and approved by Woodside Bible Church.
- Is committed to being a faithful member in good standing and involved in all five commitments within Woodside Bible Church; Worship, Give, Serve, Word/Prayer and Groups.

Disclaimers:

Other duties as required may be added or changed. This job description does not constitute a contract for employment.

PROPOSED REVIEWED BY		DATE
APPROVED BY		DATE