

# JOB DESCRIPTION

**WOODSIDE BIBLE CHURCH**

6600 ROCHESTER ROAD TROY, MI 48085

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<b>Position Title:</b>	Director, Facilities
<b>Department:</b>	Facilities
<b>Campus:</b>	Central
<b>Date:</b>	June 2022
<b>Supervisor:</b>	Senior Executive Director of Operations
<b>FSLA Status:</b>	Exempt

## Position Profile:

The role of the Central Facilities Director is to assist the Senior Executive Director of Operations in the managing of all Woodside Bible Church facilities, in the areas of custodial, building, 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
- Knowledgeable 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:

- Assembling Talent
- Attention to Detail
- Budget/Cost Control
- Decision Making/Judgement
- Driving Projects to Completion
- Evaluating and Implementing Ideas Strategically
- Integrity/Ethics
- Interpersonal Skills
- Job Knowledge
- Managing Performance
- Performing Physical or Mechanical Tasks
- Servant Leadership
- Teamwork

## Experience Qualifications:

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

## Duties and Responsibilities:

- Manages contractors, vendors, staff, and volunteer facility team leaders for multiple campuses
- Manages the Maintenance, Custodial, and Transportation divisions
- Evaluates roofs, RTU's, parking lots and overall building conditions
- Ensures code enforcement (e.g., insurance requirements, fire drills, evacuation plans)
- Oversees the maintenance and appearance of Woodside Bible Church ministry 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
- Provides "on call" services on a rotating basis
- Handles all budgeting functions for Facilities Management
  - Submits operations budget on an annual basis when requested
  - Tracks and monitors operations budget and expenditures at least monthly
  - Assists in long term facility cost planning
- Manages equipment warranties, files, and insurance
  - Ensures that all facility equipment is regularly maintained (mechanical, sprinkler, fire extinguishers, security, etc.)
  - Maintains service contracts on all related equipment
  - Maintains files on all equipment with 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 that the facility is visually pleasing with regards to aesthetics, décor, etc.
- During phases of construction, assists the Senior 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
  - Assists in managing construction-related files and documents
- Performs all other duties assigned by the Senior Executive Director of Operations

**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.

<b>PROPOSED   REVIEWED BY</b>		<b>DATE</b>
<b>APPROVED BY</b>		<b>DATE</b>

