

Job Description



Position title:	Facilities Director	Reports to:	Staff and Ministries Pastor
Exempt/non-exempt:	Exempt	FT/PT/Temporary:	Full Time
<p>Position overview: The Facilities Director shall oversee the effective operation and maintenance of the church facilities and grounds, Evergreen Point Cemetery, and provide leadership to this major ministry area. They will ensure an orderly, clean, safe, and secure environment is provided in support of all ministries. This position is an extension of Trinity Church and its mission. (Matthew 22:37-39; 28:19-20; Ephesians 4:11-16; 1 Timothy 3:8-13).</p>			
<p>Qualifications:</p> <ul style="list-style-type: none"> • Must be a growing Christian, deepening his/her personal relationship with Jesus Christ and modeling this to others. (Matthew 22:37-39; 28:19-20; Romans 12:9-18) • Agree with, is willing to abide by, and perform all job responsibilities in accordance with Trinity's vision, values, and Statement of Faith. (I Corinthians 12:12) • General computer competence and experience with MS Office365. • College degree or 2 years' experience in related field, preferred. • Must be able to lift 75 lbs. and stand/walk for extended periods of time. • General knowledge of use and maintenance of building systems, industrial cleaning equipment, and appliances. • Keen eye for detail, thorough and well organized; willingness to grow in one's skill level through additional training. • Able to communicate well, both verbally and written, in a gracious manner. 			
<p>Primary responsibilities:</p> <ul style="list-style-type: none"> • Understand, communicate, and implement Trinity's mission and vision in their ministry area. (Ephesians 4:11-16) • Oversee the spiritual health and development of people in your ministry area. • Recruit, develop, and lead a healthy staff and volunteer team. • Oversee, develop, and staff the facility and grounds in support of ministries, including but not limited to: <ul style="list-style-type: none"> ○ Custodial staff training, scheduling, and management ○ Ensure thorough cleaning and accurate setup is completed for ministries/events ○ Order custodial supplies and maintain proper inventory, together with keeping storage areas organized in conjunction with other leaders ○ Provide a safe and secure environment ○ Create and follow well defined policies and procedures • Perform maintenance and minor repairs, or contract with vendors to complete major repairs. • Ensure all required facility inspections are completed in a timely manner. • Negotiate and oversee contracts with vendors/contractors with an eye toward stewardship. • Develop, implement, and steward an annual ministry budget. • Oversee Evergreen Point Cemetery, including maintenance, marking for burials, maps, etc. 			
<p>Work environment:</p> <ul style="list-style-type: none"> • Work in cooperation and maintain good relationships with Trinity staff, leadership, volunteers, and congregation. • Supervision of custodial staff and volunteers. • Work is performed indoors and outdoors with some potential for exposure to weather, safety and health hazards related to the use of maintenance equipment and cleaning chemicals. • Midweek, weekend, and holiday hours are required. Occasional time off may be granted with timely approval. 			
<p>Compensation:</p> <ul style="list-style-type: none"> • This position is at-will and compensation will be based on experience, competency, and responsibility. • Benefit information, if any, will be provided when an offer of employment is made. • Resignation is requested in writing to their supervisor and Operations Director at least four weeks prior to the date of effectiveness. 			