

JOB DESCRIPTION



Department: **Facilities**

Effective: **May, 2017**

Supervisor Approval

Human Resources Approval

Position: **Assistant Director of Facilities**

Reports to: **Director of Facilities**

Position Status: **Full-Time Exempt**

PURPOSE:

The purpose of the position is to assist the Director of Facilities in providing a safe, secure and attractive church and ministry facilities and grounds. In addition, this position assists with the facilitating of any and all improvements and personnel and volunteer oversight in order to maintain the campus and grounds functionality according to the church's calling and commitments.

JOB RESPONSIBILITIES AND DUTIES:

1. Responsible for basic cleaning and maintenance of church rooms and buildings in accordance with proper cleaning procedures and as directed.
2. Responsible for repairing and maintaining of any and all church buildings, furnishings, equipment and campus grounds.
3. Assists the Director of Facilities in the management of the facilities team when the Director is unavailable or in his absence, as requested.
4. Has excellent communication and leadership skills.
5. Is self-motivated and can understand directions and accomplish tasks with minimum supervision.
6. Responsible for the recruiting, training, developing and deploying of a ministry partners' facility team to minister and serve their church by helping to maintain the campus and grounds God has provided.
7. Assists the Director of Facilities with the church's compliance with OSHA regulations, including partnering with Human Resources for any and all necessary safety training regarding chemicals and equipment.
8. Ensures that equipment used for repairing and maintaining buildings and grounds are working and in good condition.
9. Assists the Director of Facilities with preparation of an annual budget for the church campus and grounds.
10. Assists with the purchasing and providing of facility equipment and supplies as needed and develops recommendations for its acquisition.
11. Responsible for the overall security of the church campus and buildings, which may include opening and/or closing of and securing all campus buildings and grounds on weekdays and/or weekends.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. The individual may perform other related tasks and training under the direction of the Director of Facilities.

ORGANIZATIONAL RELATIONSHIPS:

1. Shall be under the supervision of the Director of Facilities, or his representative, and is responsible to the Director of Administration for the effective accomplishment of their duties, keeping them informed of progress in the ministry, special needs and budgetary requirements of the ministry.
2. Arrives punctually and professional in manner. Notifies the Director of Facilities, or designated representative, when unable to attend work.
3. Works closely with the Director of Facilities, or his representative, to ensure a healthy and balanced personal and family life is maintained despite the demands of church ministry.

OTHER ORGANIZATION RESPONSIBILITIES:

1. Attends All Staff Meetings when scheduled.
2. Attends All Staff Prayer and Training when scheduled.
3. Attends Staff Spiritual Retreats when scheduled.
4. Participates in ongoing training and development regarding building codes, safety compliance requirements from OSHA and other regulatory agencies.
5. Participates in other church ministry team meetings as requested.

JOB SKILLS AND QUALIFICATIONS:

1. Has a calling to minister to God's people and exemplifies a Christ-centered behavior that is reliable, trustworthy, honest, treats people with dignity, respect, compassion and integrity at all times.
2. Endorses and supports without reservation the Church's Statement of Faith, calling, commitments, practices and overall ministry strategy.
3. Must be member of Mission Hills Church and attend worship services regularly.
4. Possesses the necessary people skills and leadership abilities to assist in managing ministry partner teams that are set up to clean, repair and maintain our campus and facilities as we do ministry.
5. Must have desire and willingness to develop professionally and spiritually by participating in staff trainings, spiritual retreats and prayer times.
6. Facility management and/or landscaping maintenance experience a plus.
7. Has minimum of five years hands-on experience in construction trades, preferred.
8. Has knowledge and sufficient experience of Microsoft Office computer software.
9. Must have valid driver's license.
10. Successful completion of thorough pre-employment references and background checks.
11. Has ability to multi-task, prioritize assignments, remain flexible, and has consistent attitude of helpfulness to all people.

12. *STAFF CULTURE*: Possesses the desire and ability of *heart-first leadership* that is required of all staff members at Mission Hills Church; has a *heart* to minister to people in our church family, staff and community; has *ability* to manage and communicate with people well by providing an environment that is *honest, safe and empathetic* to needs of others; is willing and can communicate the truth of the Gospel with a sturdiness and grace; and is willing to let God use and share their unique life experiences to minister to the church staff and family.
13. Has ability to interpret and adhere to Mission Hills Church's policies, procedures and employee handbook.

PHYSICAL REQUIREMENTS:

Ability to function independently and ability to speak and write on matters relating to facilities maintenance and custodian needs. Is physically capable to lift up to 50 lbs (with or without assistance). This position requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing for sustained periods, walking, pushing, pulling, grasping, repetitive motions and twisting.

EMPLOYMENT AT-WILL:

All employees of Mission Hills Church are "at-will", which means that Mission Hills Church or the employee may terminate the employment relationship at anytime, for any reason, with or without advance notice.

Nothing contained in this job description or any other communication (written or verbal) the employee received is intended to be, nor should it be, construed as a guarantee that employment or that any benefit will be continued for any period of time. Compensation information provided to an employee, whether stated in hourly, bi-monthly, annual, or other terms, is not intended nor does it constitute an employment contract or agreement for any specific period of time.

No manager, supervisor or employee of Mission Hills Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

Employee

Date