

**JOB DESCRIPTION  
THE CHARLOTTE CHURCH  
DIRECTOR OF FACILITIES**

**POSITION OVERVIEW:**

The Director of Facilities, under the direction of the leadership team, is responsible for planning, communication, facilitation, oversight and coordination of the preventive maintenance, repairs, improvements, renovation, new construction and presentation of all buildings and grounds. This position manages subcontractors, vendors and volunteers engaged in the upkeep of the church properties.

**KEY OBJECTIVES OF 2 YEAR ASSIGNMENT:**

- Conduct a complete (BCA) Building Conditions Assessment (to include locations of all mechanical equipment – Plumbing, Mechanical, Electrical).
- Complete a working set of “As built Drawings” of all facilities.
- Complete strategic projects: Window replacement, roof replacement, children’s ministry floor covering, ADA bathroom off front foyer, kitchen upfit assessment, 3<sup>rd</sup> floor renovation, gymnasium upfit, front lawn renovation, restoration of exterior elevations.

**ESSENTIAL RESPONSIBILITIES:**

- Supervising and coordinating all maintenance service and repairs pertaining to the building and related equipment.
- Taking charge of all facility and equipment emergencies; available to take corrective action as necessary.
- Implementing all maintenance and general procurement of materials and parts, scheduling installations, and overseeing that repairs are accomplished in a safe and timely manner.
- Formulating and implementing preventive maintenance programs for proper systems, equipment and building maintenance.
- Maintaining accurate records regarding annual inspection of equipment and general preventative maintenance.

**REQUIREMENTS:**

- Bachelor’s degree in either one of the following fields of engineering, building trades, facilities management career.
- Eight or more years of professional experience in Facilities Management, Design, Construction, Operations, or a related field.
- Five or more years of experience in physical plant maintenance, with three or more years of supervisory experience.
- Working knowledge of building systems, ground maintenance, building maintenance, custodial duties, and equipment repair and maintenance is essential.
- Ability to work flexible hours, weekends, evenings and early mornings.
- Knowledge of federal, state, and local codes and restrictions.
- Ability to work with others in a positive manner.