



Job Description

Position Title: Facilities Director
Reports To: Campus Pastor
Revised: 06.11.2020

Department: Facilities
Status: Full-time
Campus: Dover

Primary Purpose

The Facilities Director will contribute to seeing lives changed by assuming responsibility for the care and supervision of all church owned or leased facilities, facilities-related equipment, furnishings and vehicles. Through this position and the empowerment of volunteers, the Facilities Director will ultimately lead people to realize and reach their full potential in Jesus Christ.

Key Result Areas

Directly responsible for the oversight of following areas of ministry

- Provide leadership to Facilities staff through interviewing, scheduling, time approval, evaluations, and developing MAPs, and department strategy.
- Maintain and repair facilities, equipment, and grounds, ensuring compliance with applicable safety regulations and codes, and working with public officials regarding church property matters to ensure a safe and welcoming environment for partners and guests.
- Develop and manage an annual facilities budget and manage bids and contracts to ensure appropriate stewardship.
- Recruit, train, develop and lead volunteer teams for parking and other facility-related needs, maintaining accurate volunteer records in Rock and Lucidchart.
- Attend and participate in required meetings.
- Review and approve facilities needs for events, schedule doors and HVAC as needed, and ensure proper and timely setup and teardown for events.

Position Requirements

Supervisory

- Manage a department of staff
- Lead volunteers

Knowledge/Skills/Abilities

- Significant mechanical aptitude (electrical, mechanical, plumbing, troubleshooting)
- Basic familiarity with MS Word, Excel, and Outlook
- Willingness to learn other software as needed
- Able to safely operate equipment such scissor lift, skid loader, trucks, forklift, etc.
- Must be willing to work evenings and weekends.

Qualifications

Education: Technical degree in related facilities management field preferred

Experience: Minimum of three years of experience in facilities management and team leadership that will provide the level of leadership, knowledge, skills and ability required to perform the responsibilities described above

Physical Activities/Requirements

- Able to lift 50 pounds
- Work at heights of 25' and higher
- Able to stand on concrete for two hours at a time.

Personal and Spiritual Requirements

- Professes Jesus Christ as Lord and Savior
- Commitment to personal spiritual growth and healthy lifestyle, which includes refraining from tobacco use
- Models standards and expectations of leaders with in NPCC, including:
 1. Partnership
 2. Tithe (within 3 months of hire)
 3. Participate in authentic community (meaningful accountability)
 4. Regular attendance at all NPCC services

At NewPointe we value working though people to accomplish goals, as well as personally contributing at a level that requires God's help. By maintaining these priorities, we will put ourselves in a position where we can continue to strive for excellence and value reaching lost people.

ACKNOWLEDGMENT

I acknowledge that I have read the above job description and can perform the essential functions of the position with or without accommodation.

Applicant Signature/Date

Management Signature/Date