

**BETHANY COMMUNITY CHURCH  
JOB DESCRIPTION**

**Facilities Director**

**Summary:** The Facilities Director contributes to the mission of Bethany Community Church by overseeing the day-to-day and long-term maintenance and operation of its facilities, properties, vehicles, and associated equipment.

**Location:** Bethany Green Lake

**Reports to:** Pastor of Congregational Life

**FLSA Status:** Exempt, Full-time

**KEY RESPONSIBILITIES**

- Manage, plan, and assist in all aspects of facilities management, operations, and physical security
  - Provide oversight of Bethany Green Lake facilities on Sundays and during other Bethany-sponsored events throughout the week
  - Develop and maintain a preventive maintenance schedule covering all key properties and equipment; ensure repairs as needed/requested
  - Oversee all construction or related remodeling projects at Bethany Green Lake
  - Negotiate contracts and monitor compliance with vendors and subcontractors
  - Ensure that all certificates of occupancy and inspection are updated and posted as required (elevator, boiler, fire extinguishers, and smoke detector stations, etc.)
  - Order and maintain inventory of all maintenance and custodial equipment and supplies
  - Develop and administer annual facilities budget and spending
  - Monitor industry best practices, new techniques, and current issues
- Provide oversight and management of facilities staff
  - Prepare work schedules and outline work assignments for department employees
  - Give technical advice and assistance to employees on difficult or unusual work
  - Instruct, train, supervise, evaluate, and assist in recruiting and hiring assigned employees, vendors, and contractors, as required
  - Review daily time records and other work records for completeness and accuracy
  - Ensure employees are properly trained in safety procedures
  - Schedule all custodial needs based on facility use and closely monitor/follow-up on janitorial service work performance
- Maintain Bethany Green Lake grounds
  - Arrange general grounds landscaping and upkeep
  - Maintain clean and accessible parking lot
  - Ensure Sunday street closure permits are active
- Maintain all Bethany vehicles
  - Develop a preventive maintenance schedule and schedule repairs as needed/requested
  - Prepare vehicles for ministry use by ensuring adequate fuel, and clean interiors and exteriors
- Participate as a member of the Bethany Green Lake and Bethany Community Church Staff, and perform other duties as the situation arises/assigned by supervisor

## POSITION QUALIFICATIONS

- Five years of experience in facility, property, vehicle maintenance
- Basic knowledge of building control systems (HVAC, fire sprinkler, water supply, security, etc.), utilities, and construction, as well as vehicle maintenance
- Knowledge of legal codes and standards (OSHA, L&I, Fire, etc.)
- College graduate, preferred
- Degree in construction management, landscape management, or related field, preferred
- Demonstrated success in a supervisory position
- Ability to prioritize workload, meet deadlines and manage many projects simultaneously
- Excellent verbal and written communication skills
- Valid Washington State Driver's License, a satisfactory driving record, and the ability to maintain one throughout employment
- Basic computer skills (Microsoft Office and Google Applications) and ability to learn other software (facility maintenance programs, etc.)
- Demonstrates the virtues and qualities of a devoted follower of Jesus Christ
- A loyal team player who is committed to the mission, values, and vision of Bethany Community Church
- Ability to make a positive contribution to a staff culture that aspires to excellence, teamwork, customer service, and the ethics of servant leadership demonstrated by Christ

## OTHER SPECIFICATIONS

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|---------------------------|---|
| <i>Work Schedule:</i>     | Typical work schedule is Sunday through Thursday, 30-40 hours/week  |
| <i>Physical Demands:</i>  | Must be able to work in an office environment, often at a computer workstation. Must be able to move between buildings on campus. Must be able to lift up to 50 lbs. Must be able to drive company vehicles.  |
| <i>Working Conditions</i> | Due to seasonal activity, job duties may often require additional hours and availability outside normal working hours. May require flexibility to adjust work schedule from time to time to work early or later than regular schedule.<br>The office environment is fast-paced and may be considered stressful, due to seemingly regular interruptions because of numerous urgent and unexpected requests that requires multi-tasking.<br>Non-smoking building and environment. |
| <i>Compensation:</i>      | Dependent on experience   |
| <i>Benefits:</i>          | Full benefits for employees working 21+ hours/week including: medical, dental, and life insurance.  |

*This job description is intended to describe the general nature of this job, and may not include all responsibilities that might be required of the person holding this position. This job description is subject to change at any time at the sole discretion of Bethany Community Church, and does not establish a contract for employment.*