



Job Title: Director of Facility & Grounds
Reports To: Chief of Administration

Vision Statement : Antioch Missionary Baptist church is a christ centered, biblically based, spiritually led church that meets the needs of the total person. By exalting the Savior, evangelizing the sinner, equipping the saved, edifying the saints, and encouraging every soul through administrative excellence by the power of the holy spirit in Christ Jesus our Lord.

The Facilities & Grounds Director supervises and directs all building and grounds maintenance and preparations, including housekeeping, set up and teardown for events; maintains the care and use of all church-owned facilities, including building, grounds, equipment, and furnishings. Ensures the campus grounds and facilities are clean and well maintained to have a successful impact with members and attendees, create a positive impression with our guests and to effectively contribute to staff morale and productivity.

Required Skills and Qualifications

- General Construction Knowledge and Skills in the fields of electrical, plumbing, carpentry (woodwork, drywall, finishing) required
- Self-Motivated with the ability to work independently and initiate action
- Excellent communication and interpersonal skills, able to positively lead and manage staff and volunteers
- A Team player, openly and willingly shares information, knowledge and experience
- Has a positive attitude and is skilled at conflict management, addresses conflicts sensibly, fairly, and efficiently to achieve resolution
- Change oriented, flexible and adaptable
- Must be highly organized and detail oriented, able to meet prescribed goals
- Ability to organize and oversee multiple projects simultaneously
- Leadership abilities necessary to regularly meet with the Lead Associate Pastor and Ministry Directors to assess and bring accountability to ministry function
- Skilled in the area of process improvement, focused on progress in areas of accountability
- High school diploma or equivalent

Major Responsibilities & Duties:

Supervision

- Oversee Facilities department staff and volunteers in the areas of Building and Maintenance, Housekeeping, Grounds, and Building Usage

- Cross train facility and custodial staff on all systems (fire alarm, HVAC, energy management) to ensure full productivity during vacation/illness periods
- Review work schedules of all areas to ensure proper staffing and coverage for church events
- Develop, maintain and implement a Facilities Operational Procedures Manual including procedures for equipment, work tasks and processes
- Select, orient, train, schedule, counsel and discipline Facilities staff including communicating job expectations, monitoring performance, appraising job contributions, recommending compensation actions and adhering to policies and procedures

Building/ Maintenance

- Oversee all operations and repairs of equipment in electrical, plumbing, HVAC and sewer services
- Plan and implement recurring periodic painting schedule of interior, exterior, woodwork and walls and other areas
- Create and maintain schedule for preventative maintenance for all equipment and facilities
- Oversee fire, safety, and security equipment, and work with fire, police and other public officials regarding church property matters
- Schedule periodic service of fire extinguishers and safety equipment

Grounds

- Strategically develop and manage a system that provides a well maintained and clean environment for our regular attenders, guests, and staff; both within our facilities and outside grounds
- Oversee and schedule cleaning/snow removal on all walks, curbs, drives, lots regularly and as necessary
- Schedule and coordinate fertilizing, spraying, seeding, mulching, planting to enhance beauty of grounds, Be knowledgeable on the use of herbicides and fertilizer chemicals
- Maintain individual files, records and inventory on equipment, tools, purchases and repairs
- Schedule and direct any pest control program as necessary

Housekeeping

- Develop and implement comprehensive maintenance schedule for non-equipment and house-cleaning items: painting, deep cleaning, etc.
- Oversee plan and implementation of a recurring periodic cleaning schedule, including interior and exterior of windows, walls, woodwork, carpets and tile flooring
- Train employees to notice details for cleaning

Qualities of an effective Facility and Grounds Director :

- Keep informed of the church calendar and schedule proper setups for each occasion, and coordinate both maintenance and housekeeping work is planned accordingly
- Provide facilities support to CAO and Trustees. This should include regularly scheduled meetings to determine needs and future growth
- Provide progress and completed work assignment updates to the CAO

- Successful service on our mission, vision and church goals; special projects as needed/ assigned.

This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Salary: \$32,000