



DIRECTOR OF FACILITIES

JOB DESCRIPTION

Full-time, exempt, 40 hours/week. Reports to the Director of Finance and Operations.

The Director of Facilities provides leadership and oversight to all Providence Church facilities: Maintenance, Parking, Housekeeping/Setup Support, Grounds, New Construction and Security.

RESPONSIBILITIES

- Provide overall direction for facility maintenance and capital projects. This includes: prioritization, schedules, and budgeting.
- Act as a special project coordinator for facility upgrades and expansions
- Schedule and oversee volunteer work-days as required
- Coordinate facility needs with the Director of Finance and Operations regarding delays or closings for inclement weather conditions
- Annually review all maintenance contracts provided by external companies
- Oversee the general security procedures, trainings, and security system of the facility
- Recommend an annual plan and budget to the Director of Finance and Operations
- Maintain church parking lots in a clean and orderly manner including layout and striping, signage, preventive maintenance, snow removal, and handicapped/senior citizen accommodations
- Maintain Automated Church System and perform backups and updates and act as a liaison with computer advisory personnel
- Responsible for providing and installing in-house wiring to support phone and computer systems
- Perform other duties as assigned

APPLY

Visit pray.org/apply and fill out the application.