

CHURCH AT VIERA

Job Description Form



CHURCH AT VIERA

Job Title	Director of Facilities
Reports To	Executive Director of Operations
Rev	Date Approved: 11.14.24

Level/ Grade	Type of position:	
	<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Exempt
	<input type="checkbox"/> Part-time	<input type="checkbox"/> Nonexempt
	<input type="checkbox"/> Intern	

PURPOSE OF POSITION

The Director of Facilities is responsible for the strategic and operational management of the church campus. This role ensures that all physical spaces are safe, efficient, well-maintained, and compliant with regulations while optimizing costs and supporting the organization's mission.

JOB RESPONSIBILITIES

Strategic Planning:

- Develop and implement a comprehensive facilities management strategy to support organizational goals.
- Forecast future facility needs and expansion projects, including space planning, capital improvement, and renovation projects.
- Create and manage facilities budgets, including long-term financial forecasting for capital projects.

Facility Operations Management:

- Oversee day-to-day facility operations, including maintenance, janitorial services, landscaping, and safety protocols.
- Ensure systems (HVAC, electrical, plumbing) are in optimal working condition and meet regulatory standards.
- Manage energy use and efficiency initiatives, sustainability programs, and cost reduction efforts.

Health, Safety, and Compliance:

- Ensure all facilities comply with safety, environmental, and accessibility regulations (OSHA, ADA, etc.).
- Oversee emergency preparedness planning, risk assessments, and response protocols.
- Collaborate with security teams to ensure the physical security of the campus and its occupants.

Team Leadership and Development:

- Lead, mentor, and develop a team of facility managers, maintenance personnel, and support staff.
- Oversee staffing, training, performance evaluations, and professional development initiatives.
- Foster a culture of safety, efficiency, and accountability within the facilities team.

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<p>Vendor and Contract Management:</p> <ul style="list-style-type: none"> • Oversee vendor relationships and contracts, including cleaning services, repairs, construction, and equipment leasing. • Negotiate service contracts and monitor performance to ensure cost-effective and high-quality services. • Ensure compliance with procurement and vendor policies, standards, and processes. <p>Stakeholder Collaboration:</p> <ul style="list-style-type: none"> • Act as a liaison between facilities and other departments to ensure the needs of occupants are met. • Collaborate with leadership on space management, sustainability goals, and operational improvements. • Provide regular updates to executive leadership on facilities' performance, budgets, and project statuses. <p>Financial Oversight and Reporting:</p> <ul style="list-style-type: none"> • Develop and manage operating and capital budgets for facilities. • Track expenses, approve expenditures, and identify areas for cost savings. • Provide financial reports and performance metrics to senior management. 		
EDUCATION		
<ul style="list-style-type: none"> • Bachelor's Degree Preferred. • Professional certifications (e.g., Certified Facility Manager - CFM) are a plus. 		
EXPERIENCE		
<ul style="list-style-type: none"> • 8+ years of experience in facilities management, with at least 3 years in a leadership role within a large facility or campus environment. • Proven experience in capital project management, budgeting, and strategic planning. 		
SKILLS		
<ul style="list-style-type: none"> • A vital and growing personal faith in Jesus Christ. • Align with the vision, mission, and values of Church at Viera • Knowledge of Microsoft office products & generic database applications • Working knowledge of general office equipment • Knowledge of building systems, safety protocols, and relevant regulations. • Ability to plan, prioritize and manage multiple tasks • Ability to work independently to accomplish tasks without direction • Ability to deal with problems efficiently and effectively while maintaining good working relationships. • Excellent leadership, communication (phone, written, and personal), and vendor negotiation skills. 		