

Facilities Director Job Description



Title: Facilities Director

Each ministry of the church includes a commitment to six Core Values:

- Preach Boldly**...proclaiming the truth of God clearly & practically. (Nehemiah 8:8)
- Worship Authentically**...celebrating the person of God passionately & completely. (John 4:24)
- Pray Dependently**...approaching the presence of God fervently & expectantly (1 John 5:14)
- Witness Courageously**...sharing the gospel of God wisely & respectfully. (1 Peter 3:15)
- Gather Purposefully**...engaging the people of God transparently & hopefully. (Heb. 10:19-25)
- Plant Strategically**...building the church of God locally & internationally. (Acts 14:21-23)

Personal Commitment to the Vision of Summit Point Church:

Our expectation is that all employees will, along with their spouses and children, seek to model the vision of a complete disciple. We expect that all employees and their families will seek to:

- **WORSHIP** Christ by consistently attending and engaging in our Impact Services.
- **WALK** with Christ by consistently engaging as a part of an age-appropriate Impact Group experience at Summit Point.
- **WORK** for Christ by faithfully serving in the ministries of Summit Point Church as makes sense based on age and life situation.
- **WITNESS** of Christ by regularly being part of the outreach ministries of Summit Point Church, and by personally sharing their faith with others.

Spiritual & Character Qualifications:

The Facilities Director should:

- have a clear testimony of faith in Jesus Christ and a passionate, growing, personal relationship with Him.
- have a history of moral purity.
- be a self-starter with drive, passion and initiative.
- be teachable and willing to be held accountable.
- be a team player with a positive attitude and servant heart.
- have attention to detail.
- be a member of Summit Point Church or be willing to become a member.

Professional Qualifications or Skills:

- several years experience with building/facility maintenance
- ability to execute projects systematically
- basic skills in mechanical, carpentry, painting, and electrical
- excellent communication skills
- aptitude with basic computer software programs: Microsoft Word, Excel; and specific church database software: Fellowship One and ServiceU
- ability to troubleshoot problems
- ability to respond in a timely manner to service issues & requests
- ability to build and lead teams

Position Objective:

To be responsible for maintaining the facilities of Summit Point Church. To perform and supervise the tasks related to the cleaning, coordination of the set-up and teardown for ministries, and maintenance of the facility and grounds of Summit Point Church.

Position description:

The responsibilities of the Facilities Director are:

Maintenance

- perform work on or contract for the maintenance of the building including but not limited to HVAC, plumbing, electrical, carpentry, custodial and security system
- maintain accurate records of all maintenance repairs
- maintain and keep trailers and truck in working order
- regularly inspect building and property for areas of concern

Contract Management

- manage contracts in conjunction with your supervisor (i.e., snow removal, lawn care, garbage removal, mechanical service plans, etc.)
- assure building safety through alignment with building code requirements

Janitorial

- manage the janitorial, set-up and tear-down for events
- maintain various janitorial supplies
- maintain cleaning schedules
- coordinate with ministry staff for all activities taking place on church property;
- oversee and provide event coordination ensuring proper scheduling of set up, take down and immediate cleaning for meetings, events, worship, children's ministry, weddings, funerals, etc

Ministry Assistance

- support ministries by performing regular audits on their needs
- research tools for ministries to utilize
- assure spaces are clean and set up properly

Manage Staff, Volunteers, and Contractors

- supervise part-time facilities staff
- supervise contractors and vendors as they relate to building maintenance
- oversee volunteer teams that may assist in building maintenance services such as cleaning, painting, and landscaping
- manage the storage and safekeeping of various ministry materials
- serves as the primary contact for facility related emergencies

Summary of Qualifications:

This role is an essential ministry function of Summit Point Church, which is necessary for the fulfillment of the Great Commission and the ministries religious, charitable, and educational purpose as set forth in Article I of the Bylaws. The Facilities Director reports to Pastor Mike Klopfenstein.

Salary and Benefits:

- This is a full time salary position (45-50+ hours)
- A competitive salary and benefits commensurate with experience will be provided

Serious candidates should send a cover letter and resumé to:

Summit Point Church
Attn: Facilities Director Position
401 Cimmeron Dr.
East Peoria, IL 61611

Or email to: smcginnis@summitpoint.org

Revised 11.03.2020