



**ROCK**  
C H U R C H

**JOB DESCRIPTION**

**Position:** Facilities Director

**Reports to:** Dir. of Multisite Operations

**Position Status:** Regular, Full-Time, Exempt

**Department:** Facilities

**Effective:** August 2012

**Replaces:** All previous

**Posting Number:** RC-27-12

**Posting Date:** August 31, 2012

**1<sup>st</sup> Closing Date:** September 7, 2012

**Position Summary:**

The Facilities Director will oversee and be responsible for all activities related to the upkeep and use of the multiple sites owned or leased belonging to the Rock Church including but not limited to maintenance, landscaping and scheduling. Incumbent will report to the Director of Multisite Operations.

**Job Responsibilities and Duties:**

1. Directs the operating activities of all facility operations in a manner that will honor God, to ensure the highest ethical standards.
2. Oversees the coordination of building space allocation and layout and facility expansion for multiple locations.
3. Ensures repairs and upkeep of all areas of the facilities (including the parking perimeter areas) for all Rock properties and campuses.
4. Coordinates with the Security department in the execution of a comprehensive security plan for the buildings, grounds and services.
5. Obtains necessary estimates from vendors, prepare budgets, issue work orders and work authorizations, schedule work and coordinate with contractors and vendors in collaboration with Director of Multisite Operations.
6. Conducts regular inspection of the church properties to ensure compliance with OSHA and ADA regulations.
7. Maintains plan for fire evacuation and disaster response and serves as the Emergency Response Coordinator.
8. Plans and designs facilities operations to provide a safe work environment for employees, visitors and customers.
9. Develops and maintains preventative maintenance inspections and schedules for all sites.
10. Manages distribution plan supporting multiple locations from central operations center.
11. Utilizes virtual project software for maintenance requests, global communication, work delegation and facility progress tracking.
12. Hires, supervises, and evaluates staff needed to achieve the plans as developed.

These represent the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Director of Multisite Operations.

### **Job Skills and Requirements:**

1. BS/BA degree in a related field is preferred but not required.
2. Minimum of 7-10 years experience of progressive experience in facilities management or other related fields with experience in managing team members and multi-site locations, preferred, but not required.
3. International Facility Management Association CFM certification or related industry certification a plus.
4. Knowledge and experience with the applicable Building Codes and Life Safety Codes, ADA, maintenance, HVAC and energy conservation, and OSHA.
5. Experience in using and maintaining computer-based facilities maintenance software a plus.
6. Proficient in MS Window operating system, MS Word, MS Excel, MS Project, Internet E-mail and Internet usage. Knowledge of AutoCAD a plus.
7. Ability to understand architectural plans and direct construction of tenant improvements and site build-outs.
8. Ability to define problems and resolve them quickly. Critical thinker with the ability to anticipate next steps.
9. Must be a self-starter with excellent organization skills.
10. Strong supervisory skills, coupled with excellent oral and written communication skills and the ability to work with all levels both in and out of the church.
11. Ability to recognize and maintain confidentiality as appropriate.
12. Ability to guide, evaluate, motivate and counsel staff; includes mediation of interpersonal conflicts and facilitation of team efforts. Experience in conflict resolution.

### **Employee Expectations:**

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Proactive participation in the Rock Governance system.
4. Successful completion of both a background and reference check.
5. Pleasant and professional personality and appearance.
6. Regular attendee of a Rock Sunday service.
7. Regular involvement in Rock Church activities, ministries and events.
8. Attendance at all mandatory meetings (and events, as needed).
9. A tithe of 10% to the Rock.
10. Signed acknowledgement of the Rock Church Statement of Faith.
11. Adheres to policies and procedures as stated in the Rock Church employee handbook.

### **Physical Requirements:**

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs. (with or without assistance). This position also may require long periods of standing up and walking.

### **Employment At-Will:**

All employees of the Rock Church are at-will, and as such, are free to resign any time without reason. The Rock Church likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of the Rock Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will. Only the Head Pastor of the Rock Church has the authority to make any such agreement and then only in writing.