

**Job Title:** Facilities & Maintenance Assistant Director  
**Reports to:** Senior Director of Community Ministry & Operations  
**Classification:** Non-Exempt  
**Status:** Full-Time Employee

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## SUMMARY

The Facilities & Maintenance Assistant Director oversees the daily operations of the Facilities Department. S/he is responsible for the maintenance, care, and efficient operation of equipment and systems, including HVAC, electrical, plumbing, and fire systems.

### Facilities

- Oversees the day-to-day operations of the Facilities Department
- Monitors building and property to ensure maintained, quality standards – clean, safe, and ready for daily use and special events
- Oversees, trains, develops, and coaches the Facilities Team, including strengthening customer service skills and continuously improving cleaning practices and procedures
- Fosters a culture of excellence, teamwork, and Christ-centered service among the Facilities Team
- Manages the Facilities supply inventory and orders as needed
- Coordinates and executes Planning Center Online (PCO) – Calendar event setups and teardowns
- Collaborates with ministries and departments to plan and support events
- Promotes safe workplace practices, ensures compliance with safety guidelines & regulations

### Maintenance

- Oversees and maintains building systems, including HVAC, electrical, plumbing, and fire systems
- Assists in coordinating and supervising outside contractors, renovations, inspections, and property improvements
- Assists in managing vendor relationships, including overseeing contracted services
- Manages and maintains building door access systems, including locking and unlocking doors and setting security systems
- Evaluates, performs, and supervises routine maintenance and repairs on interior and exterior areas of the property
- Maintains digital records for inspections, warranties, service agreements, emergencies, maintenance schedules, and long-term capital needs (e.g., life cycle management)
- Ensures compliance with maintenance and safety standards

### Other

- Utilizes computer systems for scheduling, communication, timekeeping, and administration tasks
- Oversees relevant Facilities' projects (project cycle), including planning, coordinating, and monitoring
- Oversees, drafts, and maintains Facilities budget and reconciliation
- Prepares, maintains, and submits relevant reports to leadership – upon request

## REQUIREMENTS, SKILLS, AND EXPERIENCE

HR: 2026.01

## **Spiritual**

- Mature and growing relationship with Jesus Christ
- Lives an exemplary life based on clear Biblical principles
- Supports Faith Church Core Beliefs, Core Values, and Purpose Statement

## **Personal**

- Values team unity and collaboration
- Approachable, teachable, personable, flexible, and resourceful
- Self-motivated and well-ordered in personal and professional life
- Empathetic and exhibits the fruit of the Holy Spirit
- Represents Jesus Christ and Faith Church in a positive, friendly, and winsome manner

## **Professional**

- High school diploma or equivalent required
- Technical/trade certification or Bachelor's degree preferred
- 5 years of facilities and supervisory experience
- Knowledge of building systems, maintenance practices, and custodial methods
- Knowledge of basic safety regulations and general building safety practices
- Proficient in computer systems and apps (e.g., scheduling app)
- Strong organizational, time management, and communication skills
- Ability to troubleshoot, prioritize, work independently with minimal oversight, and anticipate building and property needs
- Knowledge of basic hand tools and facility maintenance equipment
- Valid driver's license required

## **TIME COMMITMENT**

- 40 hours per week (schedule may include weekends, holidays, and flexible shifts as needed)
- Essential personnel for weather-related or emergency needs (after hours)

## **SUPERVISORY RESPONSIBILITY**

- Direct reports are Custodians and Housekeepers

## **PHYSICAL DEMAND**

- Ability to lift and move items over 50 pounds
- Frequent walking, bending, lifting, kneeling, stacking, climbing, standing, repetitive movements, and handling motorized equipment

## **WORK ENVIRONMENT**

Work performed both indoors and outdoors – around mechanical and electrical systems. Interacts with staff, volunteers, and guests in a ministry setting. Uses equipment such as tools, cleaning equipment, computers, phones, and walkie-talkies.

## **OTHER DUTIES**

Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

## **SIGNATURE**

Employee signature below constitutes employee's understanding of the essential functions, requirements, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_



**faith church**