



## Director of Facilities

**I. Job Objective/Summary:** This is a **full-time benefited position** to assist in fulfilling HBC's vision statement: "We are a church of broken people, blessed in Christ, to be a blessing to the world, all for the glory of Christ." The Director of Facilities will supervise, coordinate, and work alongside facilities team members in cleaning, repairing, and maintaining church facilities, grounds, and vehicles; will prepare work schedules for the team, will develop and implement policies and procedures for facilities upkeep, and perform other tasks to keep church operations running smoothly. This position reports to the Executive Pastor of Operations.

## II. Job Duties:

### Administrative

1. Provides management & direction to the facilities staff consisting of 6 personnel.
2. Oversight of \$300,000 worth of capital projects annually.
3. Responsible for formulating, forecasting, and implementation for the planning, oversight and execution of over \$600,000 worth of church expenses
4. Works with the Executive Pastor of Operations in preparing and maintaining a budget for the facilities team.
5. Oversees the security of facilities including management of key control.
6. Responsible for the daily approval and oversight of facilities requests and reservations through Planning Center Calendar.
7. Think proactively about ways to implement cost saving measures.

### Facilities Maintenance

1. Maintain the aesthetic appeal of the church through the maintenance and upkeep of over 166,000 square feet of space.
2. Prune and maintain the site landscaping which includes over 50 acres of both mature woods and established beds.
3. Negotiates and administers contracts – tile, carpet, mowing, painting, snow removal, etc.
4. Works with the team in cleaning and maintaining facilities.
5. Purchases supplies and equipment related to the facilities area.
6. Develops and implements routine maintenance schedules (including safety and hazmat).
7. Assists with office printer maintenance/troubleshooting.
8. Run errands off campus as needed.

## Ministry Support

1. Recruits and trains volunteers for ministry related matters in the facilities.
2. Ensures that a staff member or volunteer is available during all services and special events for facilities.
3. Set-up/breakdown chairs for special room-configurations requested by ministries
4. Attends and assists at meetings and ministry events as needed.
5. Oversees transportation area including purchasing, maintenance, driver training/approval, etc.

## III. Minimum Qualifications and Skills:

1. Love Jesus more than anything else with a proven commitment to His church, including membership. Willing to become a member of HBC, if not already.
2. Must establish and foster exemplary relationships with church staff, volunteers, and members.
3. A well rounded understanding and working knowledge of the field's concepts, practices, and procedures, as it relates to HVAC, plumbing, electrical, carpentry, general handyman skills, chemicals used for cleaning, vehicles, maintaining custodial equipment, and the ability to perform routine repairs.
4. Ability to work nights and weekends as required by ministry events.
5. At least 4 years of experience in the field or in a related area, or an equivalent of a combination of schooling and experience.
6. Excellent leadership, supervisory and communication skills.
7. A high level of common sense and an eye for detail; produces consistently accurate work.
8. Good working knowledge of and ability to make decisions relating to the operation of the Facilities Department.
9. Team philosophy and good work ethic.
10. Relies on experience and good judgment to plan and accomplish goals.
11. A large degree of creativity and latitude is expected.
12. Continuous involvement in training/learning new skills is required.

## IV. Preferred Qualifications and Skills:

1. Minimum of 10 years diverse construction or maintenance related experience in a supervisory capacity.
2. Must have knowledge of building codes and safety regulations.
3. Virginia State Class B building license and other trade licenses are welcome.
4. Experience using Planning Center/Church Center database.
5. Ability to read and interpret blueprints, contract and legal documents.

## V. Physical Demand and Working Requirements:

1. Able to lift at least 50 pounds without difficulty.
2. Possess a valid Virginia driver's license with CDL air brake classification (or willingness to obtain a CDL)
3. Able to climb ladders and work a minimum of 15 feet suspended above ground level.

To apply, please send a resume with a cover letter to Ashley at [aehamilton@hbclynchburg.com](mailto:aehamilton@hbclynchburg.com).