

BETHLEHEM LUTHERAN CHURCH
Director of Facilities

Job Summary

The Director of Facilities will oversee and perform work necessary for the care and use of entire facility & grounds of Bethlehem including supervision of facility staff and vendors.

Essential Functions:

- Ensure that the facility is prepared and welcoming for various ministry events.
- Supervise and coordinate the hiring, scheduling, and training of facility staff.
- Coordinate custodial and maintenance tasks, as well as, safety and security of facility, equipment, and grounds.
- Communicate effectively and respectfully with church participants, staff, and elected leaders.
- Collaborate with the Director of Administration and the Property Resource Team to plan and budget for purchasing and repairs of building, vehicles, equipment, facility supplies, and grounds as well as manages related records.

Core Competencies:

- **Rooted in Mission:** Demonstrates personal rootedness in God's graceful mission and full support of Bethlehem's mission, vision, and values; can demonstrate these to others.
- **Team Orientation:** demonstrates interest, skill and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for his or her part in team failures.
- **Interpersonal Skills:** Demonstrates the ability to lead others. Demonstrates the skills of active listening and openly accepts instruction. Demonstrates a kind and hospitable demeanor toward all people.
- **Aesthetic Awareness:** Demonstrates a natural awareness about the effective organization of space for different purposes; possesses a natural orientation toward cleanliness and orderliness of space, appreciates the value of and need for sacred space and knows how to physically tend to it.
- **Informing Others:** Provides the information people need to know to do their jobs well; helps people understand the information and knowledge and its relevance to the task at hand; is timely and transparent in the sharing of information.
- **Integrity and Trust:** Is seen as trustworthy by others; keeps confidences, responds to situations with constancy and reliability.
- **Personal Resilience:** Can effectively cope with change and uncertainty, can shift gears comfortably, and is flexible.

Minimum Qualifications:

- Post high school education with college degree preferred.
- Experience in facility management and / or maintenance.
- Demonstrated leadership, management, coordination, basic computer skills.
- Must possess a valid Driver's License.

Physical Requirements:

- Sufficient health and stamina to stand, walk, reach with hands, and climb ladders, lift and/or move up to 60 pounds and ability to move heavy equipment and furnishings.

Reports to: Director of Administration

Directly Supervises: All custodial staff, part-time and full-time positions

Status: Full time with benefits

FLSA: Exempt
This position includes evening and weekend responsibilities.

Approved by HRT January 23, 2018