



**Ebenezer Baptist Church Director of  
Facilities Management  
Job Description**

**Classification**

Exempt

**Reports to**

Executive Pastor

**Date**

August 2018

**JOB DESCRIPTION**

Director of Facilities Management

**Summary/Objective**

The Facilities Director plans and oversees building maintenance, custodial maintenance, grounds maintenance, kitchen, security, and safety functions of the church. This includes setting workflow priorities and quality standards for overall maintenance, custodial, security, and safety tasks, along with interfacing with the Buildings and Grounds Committee of the Trustees.

**Essential Functions**

**1. Building Maintenance:**

- Create and operate a digital Work Order Management System to facilitate work priorities, oversight and completion. This includes establishing, implementing, and enforcing the facility's policies and procedures
- Ensure that repairs are done either through personal work, coordination of staff, volunteers, or outside contractors. This involves the repair of furniture, maintenance equipment, building surfaces, electrical systems, HVAC, plumbing, etc.
- Establish and maintain a fixed asset inventory system. This includes at least a monthly audit the entire building to determine custodial needs and quality, maintenance needs and quality, and projects necessary to maintain the building in an excellent manner.
- Meet regularly with all ministry staff that uses the building regularly to determine their ongoing needs and perceptions of the building maintenance status, cleanliness and maintenance and custodial staff service attitudes.
- Purchase all maintenance and building supplies, ensuring that expenditures do not exceed budgetary allocations.
- Alerts Executive Pastor, Trustee Liaison to Building and Ground Committee and

Finance Committee in a timely manner to situations where the potential for cost overruns exist.

- Assist with negotiating contracts with suppliers obtaining a minimum of 3 bids.
- Prioritizes projects and coordinates activities in such a way as to minimize disruption of other church operations.
- Ensures the Church's compliance with all fire safety, building and related codes and regulations.
- Is present for Sunday Morning and special event trouble-shooting

2. **Custodial Maintenance:**

- Manage and supervise all building custodial services
- Responsible for scheduling of work shifts for special event coverage, room set-ups, and meetings
- Manage timesheet preparation
- Coordinate special cleaning arrangements, such as carpet, drapes, windows, etc.
- Monitor all drainage systems
- Responsible for inspection of work completion and quality of work.

3. **Kitchen Oversight**

- Supervise the cook and related kitchen personnel
- Ensure that the kitchen exceeds local health and cleanliness codes and ratings
- Work with the Coordinator of Events and Volunteers to create efficient processes for engaging the services of the kitchen staff

4. **Grounds Maintenance:**

- Schedule grass cutting, (walks, gardens and parking lots) and ensure that it produces high quality results
- Coordinate the repair of ground maintenance equipment and tools.
- Coordinate with Park Service and City cleanup of trash and other debris on the grounds and sidewalks around the church.
- Inventory items needed (i.e., rock salt).
- Coordinate contractors, general monitoring of property, leaf removal, cleaning of the parking lot, outdoor lighting etc.

5. **Equipment and Supplies Inventories:**

- Develop necessary supply lists
- Determine what equipment should be owned versus rentals or use of specialty contractor
- Determine best-cost suppliers and monitor vendor relations.
- Prepare purchase vouchers for vendor payment.
- Maintain inventory of all equipment and supplies.

6. **Security:**

- Coordinate with vendors supplying these services, morning building inspections, evening security patrol, coordination with the police, and special events.
- Oversee door operation, video camera operation, intercoms, exterior lighting,

alarm systems (fire and security)

- Manage key distribution and issue new and replacement keys as needed
- Respond to alarm alerts in a timely manner so as to minimize the cost of police dispatch charges
- Change locks as needed

7. **Transportation:**

- Schedule bus preventative maintenance and repairs.
- Keep bus log usage and mileage
- Make sure buses are road worthy before trips.
- Manage the scheduling with staff and the bus drivers

Attend regular Staff and Calendar Coordination Meetings to obtain staff needs and provide information updates.

**Competencies**

1. Knowledge of all building systems, building construction, site utilities and site construction.
2. Ability to work well with others and be a team player.
3. Ability to follow written and verbal direction.
4. Ability to communicate effectively both orally and in writing. Ability to prioritize workload, meet deadlines and manage many projects simultaneously.
5. Knowledge of emergency evacuation procedures, fire sprinkler control systems, and water shut off valves, HVAC & lighting override controls, security alarm system and basic electrical controls.
6. Knowledge of security and lockdown procedures.
7. Knowledge of event scheduling procedures.
8. Knowledge of basic computer skills (i.e. Word & Excel), and ability to learn other software.
9. Knowledge of legal codes and standards (OSHA, L&I, etc.)
10. Knowledge of basic plumbing & electrical
11. Knowledge of budget and finance management
12. Problem Solving/Analysis.
13. Customer/Client Focus.
14. Results Driven.
15. Flexibility.
16. Knowledge of fire safety standards .

### **Supervisory Responsibility**

Supervises all custodial, security , kitchen, and maintenance staff and oversees various work projects for volunteers.

### **Work Environment**

This job operates in a church and professional office environment. This role routinely uses standard building tools and equipment, maintenance tools, machines, office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch or crawl. The employee must frequently lift and move up to 10 pounds and occasionally lift and move objects up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Position Type/Expected Hours of Work**

This is a full-time position. Days and hours of work are Sunday through Thursday 7:30 a.m. to 6 p.m., Mondays and Saturdays off except during special programs and events. Available to take calls as needed 24 hours/7 days a week and ensure building coverage by facilities staff until at least 6 pm during weekdays.

### **Travel**

Travel within Metropolitan Atlanta is expected for this position.

### **Required Education and Experience**

- High School graduation (GED) or technical school and five years related experience
- Valid Georgia Driver's License
- Must be bondable

### **Preferred Education and Experience**

Bachelor's degree in building engineering or related business and 3-5 years as facility manager/director

### **Additional Eligibility Qualifications**

EPA or other HVAC, Electrical, Plumbing, Building, engineering and maintenance certifications.

**Work Authorization/Security Clearance**

Clear background screens

**Other Duties**

Other duties as assigned by the Senior and Executive pastors. 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.

Revised July 1, 2020

Send Resume to : **Careers@ebenezeratl.org**

