

JOB DESCRIPTION

JOB TITLE:	Facilities Director
EMPLOYMENT TYPE:	Full-time, Permanent
HOURS PER WEEK:	40
REPORTS TO:	Lead Pastor

JOB OVERVIEW:

The Facilities Director gives oversight to the usage, maintenance and security of all Riverwood infrastructures. In all tasks, the Director will effectively manage budgets that pertain to their portfolio (as described below) and take initiative to seek, create and utilize cost-saving strategies.

TIME REQUIREMENTS:

General hours are 9:00a.m. to 5:00p.m. Monday to Friday, alternative working hours (evening + weekends) may be required periodically to meet the requirements of the position.

DIRECTOR REQUIREMENTS:

All Director level positions at Riverwood help to provide spiritual leadership to their area and also to the larger body of Riverwood. This includes active participation in the discipling of staff and/or volunteers under their care.

RESPONSIBILITIES:

- Design, implement and manage systems to ensure that Riverwood capital assets, buildings, equipment, grounds, and furnishings are well maintained, attractive, clean, and functioning at their best.
- Oversee and manage budgets concerning all aspects of facility usage and maintenance. This includes monitoring occupancy costs and adjusting systems as needed.
- Oversee internal and community facility bookings through church software systems.
- Ensure functionality of systems designed to efficiently and effectively respond to maintenance requests.
- Determine the custodial requirements of the church and oversee custodial staff, ensuring that completed tasks meet standards of excellent quality.
- Create and provide leadership to a Maintenance Team that involves both volunteers and contractors.
- Oversee the completion of Building Projects and scheduled repairs / maintenance (in conjunction with the Lead Pastor).
- Oversee and manage our security systems (cameras and card lock systems) and security training.

QUALIFICATIONS:

- Proven leadership capabilities.
- Demonstrated knowledge and understanding of building maintenance, tools, and safe work practices.
- Experience in volunteer recruitment and management would be an asset.
- Ability to interpret and apply regulations such the National Fire Code of Canada, WHMIS etc.
- Experience in negotiating service contracts.

OTHER:

Staff members at Riverwood are expected to whole-heartedly sign on and affirm God's distinct thumbprint on Riverwood as defined in our Mission and Values. Director level staff are required to complete the Riverwood Covenant Community course and be in alignment with the Covenant Community commitments. It is expected that all staff members make every attempt to be involved in the full life of the church, attending church services, and church functions.

DISCLAIMER: *The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this position. They are not to be construed as a complete list of all responsibilities, duties and skills required of the individual. All hired staff may be required to perform duties outside of their normal responsibilities from time to time, as needed.*