



VACANCY ANNOUNCEMENT

- Position:** Director of Facilities and Fleet Services
Department/Location: Operations/Multisite scope of responsibility
Classification: Full-Time / Exempt
Compensation: Salary + Benefits
Application Deadline: **Open until filled**

Summary and Description of Duties

The Director of Facilities and Fleet Services plans, directs, and evaluates the management of the church's buildings, grounds, equipment, and fleet of vehicles including, but not limited to, building and equipment compliance, repair and maintenance, housekeeping, capital project management, emergency services, service agreements, financial management, and insurance claims.

PRIMARY DUTIES:

- Recruits, develops, resources, and directs a team of employees, volunteers, and contractors to utilize their knowledge, skills, and abilities to ensure church buildings, building equipment, grounds, furniture, fixtures, and vehicles are properly maintained and utilized in support of the church's ministry.
- Develops, assigns, and evaluates planned maintenance programs for facilities, grounds, furniture, fixtures, equipment, and vehicles to maximize the expected life of those assets.
- Develops, assigns, and evaluates a scheduled program of housekeeping to ensure that all church buildings are kept clean and safe and feel warm and inviting to church members and the larger community.
- Develops, maintains, and executes an ongoing capital improvement plan by identifying capital needs and appropriate solutions, scheduling projects by priority and cash flow, and providing project oversight.
- Establishes operational procedures, training, and preparedness to enhance the safety and security of all church members, guests, staff, and facilities.
- Solicits bids and proposals, evaluates responses, negotiates contracts and agreements, procures products and services, and monitors project work for the department.
- Ensures compliance with federal, state, and local code and ordinances.
- Ensures essential records pertaining to vendors, buildings, grounds, equipment, supplies, project status, training, safety, and accidents are kept accurate, up-to-date, and stored in church-provided data systems.
- Prepares and submits operating and capital budgets, monitors departmental expenditures, analyzes variances between budgeted and actual costs, and initiates corrective action as needed to remain fiscally responsible.
- Participates in the selection, evaluation, and termination, as needed, of departmental employees.
- Participates in professional development activities and programs.
- Participates on construction and renovation project teams, as directed.
- Conducts regular meetings with department leaders.
- Meets regularly with the Chief Operating Officer, providing reports as requested.
- Performs other related duties as required or assigned.

Knowledge, Skills, Abilities

- Comprehensive knowledge of the principles and practices of facility and fleet management.
- Working knowledge of supplies and equipment used to maintain buildings, grounds, and vehicles in safe and operable condition.
- Strong planning and organizational skills, including keen attention to detail and the ability to juggle multiple tasks, work under pressure and meet deadlines.
- Skilled in reading, interpreting, applying, and explaining laws, codes, ordinances, rules, regulations, policies, and procedures pertaining to facility and fleet management.
- Skilled in reading and interpreting construction blueprints.
- Skilled in using technology to track projects, maintain essential records, create business presentations, and approve payroll.
- Demonstrated ability to recruit and develop people to achieve organizational goals and objectives and an organizational culture of client-centered service.
- Demonstrated ability to develop, direct and resource teams to effectively manage large physical assets of an organization.
- Demonstrated ability to develop and oversee a housekeeping program for multiple facilities.
- Demonstrated ability to develop and manage a capital improvement plan.
- Demonstrated ability to coordinate the development of emergency response and contingency plans and related training.
- Demonstrated ability to write different types of solicitations including Requests for Bids and Requests for Proposals.
- Demonstrated ability to read, interpret and negotiate contracts.
- Ability to create and maintain effective working relationships with peers, superiors, subordinates, and contractors.
- Ability to communicate effectively orally and in writing.
- Ability to work occasional nights, weekends, holidays, and extended periods of time.
- Ability to promptly respond to on-site emergency situations.
- Valid driver's license and reliable transportation.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

- Standing for extended periods, walking, bending, and lifting up to 50 pounds.

Education/Experience:

- Any combination of education and experience equal to a master's degree in a related field.
- Seven years of progressively more responsible experience, some of which must have been in a supervisory or leadership capacity.
- Certified Church Facilities Manager (CCFM) certification preferred.
- Project Management Professional certification preferred.

Interested persons must apply via the Saint Paul's Baptist Church website: www.myspbc.org

Resumes can also be sent for review to human.resources@myspbc.org