



HOUSE OF HOPE
PRESBYTERIAN CHURCH

Position Description

Job Title:	Director of Facilities
Reports To:	Executive Pastor
FLSA Status:	Exempt
Salary Range:	\$75,000 - \$80,000
Date of Last Revision:	2026

PURPOSE:

The Director of Facilities is responsible for the maintenance, security and appearance of the buildings and grounds of The House of Hope Presbyterian Church.

ACCOUNTABILITIES:

The Director of Facilities is responsible to the Executive Pastor for the fulfillment of the responsibilities of the position.

PRIMARY RESPONSIBILITIES:

The Director of Facilities has primary responsibility for the development and administration of a comprehensive maintenance program including building security, heating and cooling of the building, building and grounds maintenance, janitorial maintenance, meeting set-up for internal and external groups, and the supervision of the Facility Staff.

- Oversee management of all Church property.
- Directly supervise the Facility Staff. Provide training, coaching and direction as needed to meet performance expectations.
- Create and execute a maintenance program for the facility and ensure work is completed in a timely and careful manner.
- Ensure all equipment is in working order and that proper safety standards are in place and followed. Ensure protocols for safe handling of any hazardous materials are followed.
- Attend House, Property and Insurance Committee meetings and ensure proper maintenance, repair and improvement of Church property for both short and long-term needs, in accordance with the Trustees' priorities.
- Act as liaison between workers, contractors and tradesmen working on and in the facility. Schedule all work in coordination with the Church master calendar.
- Manage the departmental expense budget.

- Manage the inventory and purchase of custodial and building supplies such as cleaning products, paper products, coffee supplies, parts, tools as well as major equipment and machinery.
- Assure all facility certificates of inspection and occupancy are updated and current.
- Manage all Church grounds and parking lots including mowing, snow removal and landscaping.
- Assure that policies and procedures for the Memorial Garden are followed and that accurate records are available regarding the Memorial Garden. Coordinate engraving on the Garth walls and the interment of the cremated remains of our members.
- Create and execute a building security plan. Work with law enforcement regarding security of building and grounds. Maintain and respond to all security needs of the Church. Ensure a Facility Staff is on site for all church-sponsored functions and that security protocol is followed.
- Plan for and oversee all room set ups for services, meetings, weddings, special musical events, memorials, funerals and other Church activities. Ensure that the work of the staff in support of these activities is carried out in coordination with and support of the Church master calendar.
- Coordinate volunteer work activity. Schedule appropriate projects for the group and ensure that any required materials and tools are ready and that the work is accomplished as requested. Supervise the work and ensure that safe work practices are followed.

KNOWLEDGE, SKILLS AND ABILITIES

- Supervisory experience.
- Effective verbal and listening communication skills. Effective computer communication skills. Able to create and work with text documents, spreadsheets and email. Familiarity with audio/visual equipment set-up and operation.
- Ability to prepare estimates of time, materials and labor needed to complete assigned projects. Ability to prioritize tasks with the goal of providing the highest level of service within budget and stated parameters. Ability to work from plans and specifications; follow oral and written instructions.
- Ability to prepare and manage departmental budget.
- Effective time management skills.
- Effectively cooperate with staff, congregation and the needs of various committees and boards.
- Knowledge of standard cleaning procedures, chemicals, products, equipment and hazardous materials.
- Ability to be “on call” responder for building and safety issues. Ability to respond within 15 minutes.
- Ability to treat others with respect, promote unity and demonstrate support and understanding to colleagues, members and visitors.
- Physical ability to lift equipment, furniture, boxes and materials of at least 50 pounds.
- Ability and flexibility to work some evenings, share Sunday responsibility with other Facility Staff and provide facility and security coverage for events.

PREFERRED QUALIFICATIONS

- AA degree or equivalent and/or experience in facility management in a church, commercial or public building. Knowledge of materials, tools, methods and equipment used in a public building including basic carpentry; electrical repairs; repair faucets, sewers, plumbing; boiler equipment, pumps, valves and boiler lines; heating and ventilation systems.
- First Class C Boiler License or ability to obtain.
- Valid driver's license. Ability to use a tractor and other related equipment.