

Life Changers International Church

Job Description

Job Title: Director of Facilities

Department: Facilities

Reports To: Senior Pastor, Chief Operating Officer

SUMMARY

The Director of Facilities will oversee the Church Buildings, manage and direct all facilities staff, coordinating and fulfilling the requests for the Executive Pastor & COO, ensuring compliance with all federal, state and local guidelines for both Hoffman Estates and Chicago campuses.

REQUIREMENTS

- Schedule and train maintenance and cleaning staff, volunteers and community service workers, institute daily, weekly and monthly cleaning schedules
- Supervise all tradesmen performing repairs and large building projects, exercising direct control over schedules, maintaining budgets
- Facilitate all large building projects for Hoffman Estates and Chicago Campuses
- Monitor temperature controls for both buildings
- Schedule and maintain all building inspections, including but not limited to the elevator, fire extinguishers, back-flow testing, fire alarms, etc.
- Coordinate and schedule personnel to work special events
- Manage and control expenses related to all properties, including utilities and grounds, repair costs, HVAC, and maintenance
- Handle facilities-related paperwork, administrative work and budgeting
- Recruit and motivate volunteers, both cleaning and trade maintenance/repair
- Manage and participate in snow removal
- Oversee the landscaping company to ensure that they are performing their work in excellence and according to schedules
- Oversee physical security of buildings
- Contract outside vendors for maintenance projects when necessary
- Maintain communication with senior staff member on all assignments and projects
- Complete other projects as assigned – this may include projects not related to facility maintenance
- Be able to work on call for building alarms and emergencies
- Develop and document policies and procedures as needed.
- Attend all planning meetings and all staff meetings
- Be on-call 24/7 in the event of emergencies; be one of the point persons for the police and fire department calls

QUALIFICATIONS

- Have a saving knowledge of Jesus Christ, a heart for the ministry of LCIC and a call to service
- Have Trades experience, I.E. Carpentry, Plumbing, HVAC

- Must be a hands-on manager, with the ability to multi-task projects
- Management/Supervisory experience of minimum of 10 yrs required
- Able to lead, direct and motivate staff/volunteers
- Able to communicate effectively with both internal and external customers
- Must be an effective planner
- Excellent written and verbal communication skills
- Able to multi-task projects, must be organized and be an effective planner
- Must be flexible
- Have an attitude of excellence
- Have a servant's heart
- Be able to lift a minimum of 40 lbs. on a regular basis
- Have a valid driver's license
- Be physically fit in order to operate machinery, walk the property, including stairs on a daily basis and help out with facilities as needed