

Job Description: Facility Director

Updated 12/1/2024

Status: Full Time

Team: Support Team: reports to Executive Pastor

Job Description

The Facilities Director addresses the overall campus for maintenance, cleanliness, appearance, and security of all Dallas Bible buildings and grounds toward the goal of presenting a well-ordered environment conducive to the services and functions of the church. This position oversees development and implementation of security and safety practices, ensures compliance with local, state and federal rules and regulations, works alongside volunteers and provides training. Incidents are confronted and addressed in an effective manner that minimizes disruption and harm to persons or property.

Qualifications & Abilities

- A growing and influential relationship with Jesus.
- Commitment to the beliefs, mission, and vision of Dallas Bible Church.
- Punctuality & Availability
- Ability to lead a team to execute routine tasks and special projects in professional yet expedited manor.
- Comfortable being a primary contact for vendors and those utilizing the property.
- Comfortable being a first contact and greeting those entering our property.
- Energetic self-starter, multi-tasker, teachable spirit, team player
- Experience with computer systems (email, Microsoft office, etc) and facility platforms (work order, calendaring, HVAC, Fire, Security & Access control, etc)
- Clear communication upline and downline to via briefings and reports on facility activities and safety concerns.
- Physical ability to lift and move objects up to 40lbs and climb steps or ladders as tasks demand.
- Proficient with custodial equipment essential to an facility environment.
- Available to be on-site for events and as needed for emergencies.

Primary Responsibilities & Tasks

Facility (70% of workload)

- Staff and Vendor management to help support the functions and upkeep of the property.
- Coordinate the maintenance, preventive, and repair of facilities, including energy and electrical maintenance, painting, small construction, and repairs, building inspections, HVAC, pest control, plumbing, landscaping, lighting, security, and fire systems.
- Oversee the scheduling of staff and safety team members for campus events.
- Coordinating and setting up for weekly and special events; performing routine tasks associated with setting up tables, chairs, and AV equipment
- Ensure a high level of cleanliness of facilities through the performance of weekly and seasonal routine tasks associated with trash, floors, bathrooms, re-stocking, glass and surfaces, and equipment maintenance.

Security Monitoring (20% of workload)

- Observe all who enter via our main entry points on lobby.
- For any unusual persons and activities, maintain observations while notifying Pastoral Staff or Facility personnel.
- Know contact information for fire, police, and emergency needs.
- Attend safety team meetings.
- Regularly assess campus to evaluate needed security and safety services.
- Assist in the day-to-day security of campus, specifically our Early Learning Center.

- Approve and issue facility access keycards, keys, and access codes.
- Monitor weather for potential threats and provide timely communication to ministerial staff when disruptions or emergencies occur.
- Develop building exit plans for fire, lock down, active shooter, etc. responses.
- Promote employee safety at work.
- Assist with investigations of accidents or incidents on church property.

On-going training and certifications (10% of workload)

- Facility Management CE
- CPR and First Aid
- Active Shooter
- Conflict Resolution and De-escalation
- Maintain current knowledge of church related violence

Spiritual Growth: 10% of time above and beyond personal growth allocated to your relationship with God.

Grow in your relationship with God. Model a vibrant, relevant, authentic experienced walk with the Lord that appeals to others. Spend time in prayer for the volunteers, the ministry, and DBC as a whole.

Goals & Expectations

- Serve the ministries and vision of Dallas Bible by providing a facility infrastructure that is clean, orderly, safe, secure, and appropriate for the needs of the church body
- Be on time, be motivated, be supportive of staff and ministries
- Clear communication with Executive Pastor on the availability and completion of task assigned to team.
- Maintain work-place and job function appearance.
- Weekly: debrief email from each event or shift with observations, issues, deficiencies, and corrected measures taken. Complete task/work orders assigned timely.
- Monthly: all staff trainings
- Quarterly safety trainings and facility compliance training as assigned.

Interested? Next Steps:

Please email a letter of interest with resume to jobs@dallasbible.org