



## Job Description: Director of Facilities

**Department:** Facilities

**Location:** High Point Church, Madison, WI

**Job Title:** Director of Facilities

**Classification:** Full-time Salaried (30 – 40 hrs/week)

**Website:** [highpointchurch.org](http://highpointchurch.org)

### OVERVIEW

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The Director of Facilities (FD) has the responsibility to develop and implement an ongoing and effective plan of facilities and custodial management which models the purpose statement of High Point Church (HPC). The FD serves the needs of the congregation by coordinating with the overall ministry goals of HPC; works in conjunction with the Church and School Staff to promote ministry experiences in a well-maintained, clean, inherently safe physical environment.

The FD is responsible for the maintenance of the church buildings, grounds, and equipment. The FD is also responsible for the operation and maintenance of all mechanical and building equipment, including heating and air conditioning, developing and implementing cleaning, maintenance and remodeling plans, managing utilities and building security, and coordinating the room and equipment set up for all church and school functions. The FD supervises and directs the work of all facilities staff, custodians and contractors.

### CHARACTER

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The right candidate will have:

- The ability to build relationships and trust with a variety of people, both inside and outside of the church;
- A teachable attitude and a desire to grow professionally, personally and spiritually;
- A deep sense of responsibility for and commitment to the High Point Church mission, vision and values.

### EDUCATION AND EXPERIENCE

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- Minimum Associates Degree or equivalent from an accredited school, or comparable relevant work experience
- Prefer 5+ years of work experience in a role with similar responsibilities

### RESPONSIBILITIES AND EXPECTATIONS

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- General knowledge of facility maintenance, and has skills associated with the use of tools and materials needed to perform building repairs. Has the capability to personally perform many repairs and preventative maintenance tasks, as well as supervise the work of others doing the same
- Understanding of, and ability to follow, all relevant health and safety procedures
- Manage Building and Grounds budget of approximately \$350k for a 30-year-old, 74,000 sq. ft. facility on 17 acres
- Negotiate contracts with vendors and contractors
- Serve both church and school needs of the organization
- Work with church leadership team on facilities vision, planning and renovation initiatives
- Ability to sit or stand for extended periods of time and lift objects up to 50 pounds

## **RELATIONSHIPS**

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- **Reports To:** Church Business Director
- **Supervises:** Facilities Assistants, custodial services provider, various contractors and volunteers
- **Works Alongside:** Building & Grounds Committee, Senior Associate Pastor, and all other church and school staff

## **HOURS**

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- This is a salaried position, compensated on the basis of FTE
- General work schedule of M-F during regular business hours, but may require occasional evening or weekend responsibilities
- There is an 'on call' nature to this position, should the need arise

## **SPIRITUAL REQUIREMENTS**

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- Confesses Jesus Christ as Savior and Lord.
- Models a lifestyle of obedience to Christ with integrity.
- Able to share with others a clear testimony of Christian faith.
- Demonstrates the fruit of the Spirit.
- Has consistent discipline in their devotional life in worship, prayer, Bible study, and reflection.
- Embraces Scriptural standards for behavior and attitudes in both physical and digital spaces.
- Agrees substantially with the Articles of Faith, Constitution, and Bylaws of High Point Church.