



FACILITIES LEAD DIRECTOR

REPORTS TO Executive Pastor of Operations
CLASSIFICATION Full Time, 40-45 hours per week
EXEMPTION Ministerial Exception

POSITION SUMMARY

This role oversees all aspects of building maintenance of seven buildings (305,000 sqft) and leadership of safety, security, and medical services. This role is responsible for strategic planning, budgeting, and executing projects for all existing buildings and oversight of construction or renovation of future buildings.

GIFT BASE

- Self-Leading
- Organized
- Delegation
- Prioritization
- Detail-Oriented
- Ownership
- Problem-Solving

ROLE REQUIREMENTS

- A passion for following Jesus and unity with the vision of Valley Creek
- Has a spiritual depth and maturity that allows them to lead others to more freedom in Jesus
- Strong relational and team-building skills
- Forward thinker and creative problem solver
- Able to operate mechanical equipment and tools
- Able to lift up to 50 lbs
- Prior experience leading teams
- Prior experience in construction or general contracting

ROLE RESPONSIBILITIES

- Supervise and develop facilities staff and serve teams for ongoing building maintenance including mechanical, electrical, plumbing, grounds, and preventative maintenance.
- Own ongoing innovation and creative ways to improve overall maintenance, security systems, and processes.
- Oversee construction, renovation, and improvement projects, ensuring adherence to timeliness, budgets, and safety standards.
- Coordinate with all ministries to plan and coordinate space allocation and room usage for events, including room scheduling, setup, and clean up.
- Manage vendor relationships and contracts, including the municipalities of all campus locations.
- Ensure all facilities comply with local, state, and federal building and safety regulations.
- Lead public and private prayer and scripture reading and personally model our kingdom culture and values as documented in our staff handbook.
- Lead a Circle - responsible for the spiritual guidance and discipleship of people in the church.
- Be considered a spiritual leader of our church and has authority to baptize and administer communion.
- This is not an exclusive list of responsibilities, other tasks may be assigned according to ministry needs.



WORK HOURS

- Typical work hours are Monday-Friday, 8:30am to 5pm. Occasional weeks are Sunday-Thursday 8:30am to 5pm.
- Required to work during all worship experiences on Christmas Eve and Easter, as well as other possible events outside of normal working hours.