



Job Title: Facilities Director & Support Services
Reports to: Operations Director
Status: Exempt/Salaried Full time
Department: Operations
Date: Walden 12/3/2019

Position Overview

Responsible for oversight of the operations of the physical buildings & groups and oversight of food services team.

Working Relationships

Work with the Director of Operations, facility personnel, pastors, teachers, and volunteers to achieve the objectives of East Cooper Baptist Church, Palmetto Christian Academy & Campus Outreach.

Directly supervises the Facility Maintenance Staff, Manager of Food Services and Receptionist.

Roles and Responsibilities

- Oversees building and grounds maintenance employees, contractors and volunteers
- Schedules and approves all preventative and repair maintenance needs as required
- Ensures building and activities meet all federal, state and local licensing and permit requirements
- Provides risk assessments with regard to insurance, liability and non-conforming activities or uses
- Negotiates contracts with suppliers
- Serve as ex-officio of building and grounds meetings
- Maintains proper scheduling and utilization of assets
- Coordinates activities and requirements between ministries
- Ensures the security of the facility
- Provides risk and financial assessments for future activities
- Assists in developing and implementing long term strategy for facilities usage in a multi-building church model
- Assesses facilities utilization by all ministries and makes recommendations for improvement as needed
- Solicits bids for construction projects and works with Director of Administration to select contractors
- Acts as an interface with PCA Security Officer and security team to ensure adequate safety for employees and the public.
- Oversees deferred maintenance account, expenditures and long term strategy for use thereof

Miscellaneous Operations responsibilities

- Oversee and supervise ECBC Receptionist position and responsibilities
- Supervise and work with the Manager of Food Services to manage the ECBC food service program and facilities
- Works closely with the Security Director to ensure personnel and public safety at all times.

Key Performance Indicators

- For all areas of responsibility - utilization assessment; performance assessment; budget accuracy, quality, and timeliness; systems integration.

Qualifications and Requirements

- A passionate love for the Lord and a desire to serve in support ministries
- University graduation in business, construction, engineering or a related field
- Individual must possess a minimum of 10 years of leadership that has developed skill competencies including facilities or construction management.
- Proven success with strategic planning and project management
- Ability to lead and motivate diverse groups of people – volunteers, employees, peers, leadership and ministry associates
- Thinks creatively and strategically to successfully mediate and negotiate with internal and external groups
- Able to effectively manage a diverse staff, multiple priorities and tight time constraints
- Exhibit excellent written, verbal and interpersonal communication skills

If you are interested in this opportunity and meet the qualifications below, please [complete an online employment application](#). Upload your resume with cover letter at the end of the application form.