



## Job Description—Facilities and Maintenance Director

**Position Summary:** As the frontline leader of the Facilities and Maintenance teams at High Desert Church (HDC), this position provides strategic support for all related cyclical processes, short and long term projects and daily church facility and maintenance operations. Based at HDC's Victorville Campus, this role will have growing responsibilities to fuel HDC's ministry effectiveness by providing direct oversight and development of the Facilities and Maintenance departments, organize logistics and staffing for all events that occur across HDC's sites, manage the Operations Budget, prioritize repair and facility enhancement, and work with sites based at school locations to complete the weekly church service set-up/tear down process.

**Principal Working Relationships:** This role reports to HDC's Operations Manager and will share responsibility in supporting the overall success and effectiveness of HDC's Operations Team and will have oversight to the Facilities and Maintenance Assistant Director as well as all custodial, maintenance and facilities team members at all of HDC's campuses/sites.

### **Duties and Responsibilities include, but not limited to:**

- Lead with a servant's heart, demonstrate genuine care and concern, while acting with humility and integrity, when encouraging the efforts of all team members (1 Peter 5:1-4)
- Help HDC achieve its mission to *prepare every generation to change their world for Christ*, through the people, work product, and results of the Facilities and Maintenance teams
- Oversee HDC's Facility calendar
- Oversee the technical & spiritual development and training for Facility and Maintenance personnel, both paid and volunteer.
- Oversee the maintenance and scheduling of all HDC owed/leased vehicles and transportation equipment
- Assist with the creation of policies, procedures, systems, and processes that serve as a conduit for efficient and effective utilization of HDC buildings, properties, vehicles, equipment, and other assets
- Generate innovative solutions that ensure HDC's Facilities and Maintenance departments offer superior and sustainable service.
- Develop and implement training presentations, media and materials for staff and volunteers at all campuses related to the function of the Facilities and Maintenance teams
- Responsible to lead and participate as needed in the weekend set/up and tear/down process of HDC's sites
- Responsible for the Facilities and Maintenance budgets
- May assist the Operations Manager in matters related to the acquisition and site development of property/buildings for future HDC sites, including assisting in providing oversight and project support during construction projects
- May periodically assist the Facilities and Maintenance Team with completing custodial and/or maintenance tasks

**Position Qualifications:**

- Associates Degree in Business Administration, or other related field preferred
- Previous experience in Operations related roles at a Church preferred, but not required
- 5+ years of experience in Operations related roles (construction, facilities, maintenance, etc.)
- 3+ years of experience as a People Manager with a strong people development skillset
- Proven track record of leading and developing teams
- Able to lead multiple teams to collectively meet deadlines while managing multiple projects
- Strong influencing, communication, and presentation skills
- Must be a proactive self-starter, creative problem solver and team player
- Able to work collaboratively with other Shared Services teams to support the overall ministry of HDC
- Experience with Facility Operations software and systems
- General understanding of construction industry and site development process
- Knowledge of Microsoft Office applications such as Word, Excel, PowerPoint, etc.