

Village Church
Ministry Support Staff Job Description

Facilities Manager

General Personal & Spiritual Qualifications

1. Profess personal faith in Jesus Christ as evidenced by spiritual growth and passion for God
2. Model biblical integrity in all things. (Titus 2:7-8)
3. Model biblical community in relationships as described in the “one another” commands in Scripture.
4. Support a multi-staff and multicultural team ministry.
5. Understand and be willing to submit to Village’s Doctrinal Statement, Church Covenant, Mission Statement, Position Statements, and Policies.

Job Specific Qualifications

1. Good organizational skills.
2. Management experience or equivalence which demonstrates ability to delegate and supervise a small team.
3. As the face of the church to many people, has a winsome personality and consistent “can do” attitude.
4. Ability to use basic computer or phone apps and software i.e. email, instant messaging/texting, spreadsheets, and documents. Prefer experience with Gmail, Google Drive, Slack, Google Sheets (or Excel), and Google Documents (or Word).
5. Experience managing a budget of \$250,000 or more.
6. Ability to serve as a “project manager” for facilities improvement projects involving contractors and volunteers.
7. Must be able to lift at least 55 lbs and possesses physical dexterity.
8. Ability to use various types of equipment and chemicals that could be hazardous if handled improperly.

Primary Job Responsibilities

1. Steward and maintain the church facilities in alignment with Village’s integrated, multicultural vision of ministry.
2. Strategic planning for facilities usage and facilities improvement in partnership with the Executive Director. We have approximately 101,000 sq feet of indoor space on about 13 acres located near a major highway and near to Nike World Headquarters.
3. Advise the Executive Director and Church Scheduler on church building use for group reservations.
4. Coordinate set-up and custodial needs for all events by internal and external groups.
5. Work as an integral member of the Village Facilities Team as well as the general staff team.
6. Interact with church staff, church members, and visitors on a daily basis to respond to questions or other directions as needed.
7. Oversight of all cleaning and maintenance of Village Baptist Church campus.
8. Maintain MSDS and “Employee Right to Know” programs.
9. Coordinate department vacation times and sick times to ensure department commitments are met.

10. Provide useful and meaningful work for other members of the Facilities Department.
11. Organize Facilities Department staff tasks so that work will be accomplished within a given work week.
12. Provide adequate training for members of the Facilities Department.
13. In collaboration with the Executive Director, oversee the security and safety of the church property and people on the property.
14. Oversee access to both keys and alarm codes.
15. Perform inspections to ensure a safe, clean and attractive environment. Enforce all safety precautions and procedures.
16. Schedule maintenance on all campus systems and equipment.
17. Oversee programming of the HVAC system to satisfy schedules and minimize energy consumption.
18. In partnership with Assistant Facilities Manager, coordinate volunteers for regular (i.e. landscaping) and special assignments.
19. Coordinate contractors as needed, especially for campus improvements.
20. Accomplish goals during changes, emergencies and interruptions of the calendar or normally scheduled activities.
21. Make every effort to arrive at work for your regular shift during varying weather conditions (snow, wind, ice, etc.).
22. Approve and oversee purchase of equipment and supplies for the Facilities Department and other ministries as related.
23. Work a minimum of 40 hours per week.
24. Be available to assume any role assignment directed by supervisor as need arises.

Relationships

1. Reports to the Executive Director.
2. Receives an annual review from the Executive Director according to the review policy established by the Personnel Commission.
3. Must be in a "soul-care" relationship, where continued spiritual formation is the aim.

To apply, submit cover letter and resume to ben+hiring@villagebeaverton.com