

Job Title:	Facility Director	Employment Type:	Full Time
Department:	Maintenance/Facility	FLSA Classification:	Exempt
Reports To:	Operations Pastor	Compensation Type:	Salary
Location:	All campuses/properties	Weekly Hours:	40 hours or more
Supervises:	Maintenance/Facilities Department and Volunteers	Housing Allowance:	N/A

General Summary of Duties: Lead and oversee daily operations of the Maintenance/Facilities Department at all Crossroads Community Church campuses, including but not limited to the maintenance, upkeep and event preparation of the church property.

Duties and Responsibilities (includes but is not limited to):

- Carry & cast the vision of Crossroads to lead the Maintenance/Facilities Department.
- Oversee all aspects of how the organization's values, *We become more like Jesus together, Worshiping God is a big deal* and *All people matter* are executed.
- Hire, lead, coach and invest in all members of the Maintenance/Facilities Department.
- Create and execute a budget for the department.
- Lead teams of volunteers, employees and contractors for building related projects.
- Oversee and maintain church equipment and vehicles including buses.
- Utilize a software system to plan, track and record maintenance activities.
- Network with other organizations to stay current and ensure Crossroads is performing efficiently.
- Assess and organize maintenance and custodial activities for all buildings and campuses.
- Other duties as required.

Requirements:

Employment at Crossroads Community Church:

- Endorses and supports the 10 biblical doctrines professed by Crossroads Community Church.
- Will be a member of Crossroads & fulfills the expectations therein

Position:

- Must be able to handle the demands of meeting people where they are and helping them take their next steps with Christ.
- Must be detail oriented to handle administrative work.
- Must have good leadership and interpersonal skills to interact with employees, volunteers, community members and vendors.

Education:

- Bachelor's Degree or equivalent work experience is preferred.