

# CORAL RIDGE PRESBYTERIAN CHURCH

## DIRECTOR OF FACILITIES

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### Position Overview

This position oversees the staff and day-to-day maintenance of all operating systems and facility functions as well as large projects of CRPC.

### Key Details

#### Full Time

- Monday-Friday | 9:00am-5:00pm
- Flexibility to adapt during peak events and seasons.
- Off hours communication will be expected and part of a normal work week.

**Reports to:** Senior Director of Business Operations

### Key Responsibilities

- Supervise personnel including contractors, custodial, set-up crew, building maintenance and security.
- Oversee maintenance staff, shop, tools, supplies, repair requests, and all mechanical equipment i.e. chillers, cooling towers, boilers, air handlers, generators, pumps, air compressors, fountains, toilets, lighting.
- Oversee all event and room scheduling and setup.
- Maintain all décor (carpet, paint and furniture).
- Oversee pest control, landscaping, sanitation and dumpsters, outside contracts.
- Maintain all required facility licenses and leases.
- Monitor and assess the condition of all areas that may need improvement, repair, maintenance or replacement.
- Gather all technical information for each project, including plans, organization and budgets.
- Provide the Director with a report based on three bids for each project.
- Schedule each project around church activities, creating as little conflict as possible.

- Oversee the contractor to be certain that the project is proceeding smoothly and that expenditures are within limitations of the project budget.
- Execute any tasks or special projects given by the Executive Director.
- Hold a weekly facilities meeting with staff to maintain good communication and morale.
- Oversee processes for security of the campus in collaboration with hired law enforcement and security details on Sunday mornings and in collaboration with the Westminster Academy team throughout the week.
- Collaborate with church security team on all security needs.
- Create and maintain processes and procedures for staff to ensure building maintenance and calendar management.
- Meet with the Director on a weekly basis to review events, repairs, and future projects.
- Work with the heads of facility and security at Westminster Academy and Coral Ridge Ministries to maintain seamless operations between the 3 ministries on campus.
- Attend weekly all-staff meeting and devotions.

## Position Qualifications

- Professing Christian, stable and growing in faith.
- Understanding of and committed to the philosophy of ministry of the CRPC leadership.
- Dependability, punctuality, and professional zeal.
- Organization, communication and team management skills.
- 10 years experience in management.

## To Apply

Interested candidates should submit the following materials to **lauren@crpc.org**:

- Cover letter of application outlining interest in the position and alignment with the church's mission.
- CV/resume detailing relevant experience and education. Applications will be reviewed on a rolling basis.

