

ALAMO HEIGHTS UNITED METHODIST CHURCH
POSITION DESCRIPTION

Director of Facilities, FT

Oversees:

- Custodial Staff (3)
- Maintenance Tech (1)
- Kitchen Coordinator (1)
- Maintenance Subcontractors (40-50)

Summary:

Directs and coordinates activities and personnel involved in physical plant systems maintenance and operations for Alamo Heights United Methodist Church.

JOB DUTIES

- Establish, maintain and upgrade building functions to ensure a safe and cost - effective operation.
- Develop preventative maintenance guidelines, implement and administer the upkeep of building systems and equipment.
- Check HVAC equipment to ensure proper operation.
- Maintain, operate and program Barber Coleman HVAC control system or its successors by computer for HVAC operation.
- Maintain, upgrade and troubleshoot computer network infrastructure. Coordinate with service vendors when necessary.
- Maintain all building systems including but not limited to: electrical, door access, computer, sound, security, telephone, plumbing, fire sprinkler, lightning, fire alarm, irrigation, parking lots and grounds. Make repairs to same when possible. Coordinate with subcontractors for repairs when necessary. Develop Christ-like working relationship with subcontractors.
- Be primary responder for security and fire alarm systems.
- Respond to maintenance requests.
- Maintain technical audio/visual systems for meetings, events and worship and have basic ability to operate same.
- Maintain video property and equipment inventory.
- Prepare and maintain a list of approved vendors that are dependable and competitively priced.
- Manage building meetings/event scheduling system.
- Perform periodic inspections of buildings and mechanical equipment.
- Provide information for annual budget preparation.
- Hire, organize, evaluate and prioritize work of in-house custodial and maintenance staff. Maintain and order supplies and equipment.
- Implement and oversee a basic daily system for meeting and event support, setups/teardowns.
- Oversee kitchen operation.

SKILLS, EDUCATION AND EXPERIENCE

A minimum of five years experience in building operations and engineering involving mechanical, electrical, and HVAC control systems. Experience with legacy Barber Coleman HVAC control system is a plus. Must have previous experience in the supervision of building subcontractors, especially electrical, HVAC, painting and plumbing trades. Must have a basic understanding of technology, sound and lighting and computer networks and systems. The ability to be on call 24/7 is required. The ability to multi-task is essential. Excellent interpersonal, communication and leadership skills are also required. A Bachelor's degree from an accredited college or university is a plus. This position supports all other

departments in their efforts toward accomplishing the church mission. Must be physically able to setup and arrange typical meeting and conference equipment (when needed) and must be able to lift and move at least 20 lbs up to shoulder level. Must have reliable transportation.

The mission of AHUMC is “to partner with God in bringing His Kingdom to earth by making disciples for Jesus Christ.”
Our Core Values are: Sonship, Text, Action, Relationship and Spirit. (STARS)