



## **Facilities and Building Director Job Description**

**Accountable to:** Executive Director

**Job Type:** Exempt Full-Time

### **Job Overview**

The **Facilities and Building Director** oversees the comprehensive management, operation, maintenance, and security of all Crossroads properties and infrastructure, including the church, preschool, parsonage, and all indoor/outdoor facilities. This position manages the facilities budget, vendor relationships, and contractor oversight while ensuring optimal functionality of buildings, grounds, parking areas, and landscaping. The Director implements strategic preventative maintenance programs, ensures regulatory compliance (including OSHA/ADA requirements), and directs capital improvements to enhance operational efficiency and support ministry growth.

### **Facilities Management & Maintenance**

- Develop, implement, and supervise comprehensive preventive maintenance programs for all mechanical, electrical, plumbing, HVAC, and structural building systems.
- Oversee maintenance of exterior property including parking lots, sidewalks, landscaping, irrigation systems, outdoor lighting, and playground equipment.
- Conduct regular facility inspections of all interior and exterior spaces to identify maintenance needs and safety concerns.
- Maintain detailed records of all maintenance activities, warranties, and equipment lifecycles.

### **Budget & Financial Management**

- Develop and manage annual operating budgets for facilities and grounds.
- Monitor and control expenditures while identifying cost-saving opportunities.
- Prepare capital improvement plans and long-range facility planning to support organizational growth.
- Manage utility costs and implement energy conservation initiatives.

### **Project & Construction Management**

- Oversee construction and renovation projects from conception to completion, ensuring on-time, on-budget, quality delivery.
- Manage and evaluate contractor performance and compliance with specifications.
- Integrate and coordinate projects with Crossroads leadership.
- Evaluate, validate, and approve project change requests.

- Prepare and distribute project communications to leadership, staff, congregation, and stakeholders.

### **Team & Vendor Management**

- Negotiate and oversee the custodial contractor to ensure compliance with agreed upon services and coverage for scheduled events.
- Hire, coordinate, and oversee external contractors (plumbers, electricians, HVAC technicians, landscapers, snow removal, etc.).
- Negotiate and manage vendor contracts and service agreements.
- Ensure quality control standards are met for all services.

### **Safety, Security, & Compliance**

- Ensure compliance with all safety, health, and environmental regulations including OSHA, ADA, fire codes, and local building codes.
- Develop and maintain emergency response procedures and evacuation plans.
- Manage facility security systems including access controls, surveillance, key management, and alarm systems.
- Coordinate with local authorities on inspections and permits.
- Implement and monitor safety training programs for staff.

### **Additional Responsibilities**

- Support church events and programs through facility setup and coordination.
- Requires flexibility in work hours including evenings, weekends, and on-call availability.

### **Education and Experience Required:**

- Bachelor's degree in Facilities Management, Engineering, Business Administration, Construction Management, or related field.
- Minimum 5 years of progressive experience in facilities management, with at least 2 years in a supervisory role.
- Proficiency in facility management software, budgeting tools, and Microsoft Office Suite.

### **Preferred:**

- Professional certifications (CFM, FMP, or similar).
- Experience in nonprofit or religious organization settings.
- Experience managing multiple buildings and exterior grounds maintenance.

*Will consider equivalent combination of relevant education and experience.*

### **Key Competencies**

- Leadership Excellence: Ability to lead diverse teams and manage multiple vendor relationships.
- Technical Proficiency: Strong understanding of building systems, ability to read blueprints and technical specifications.
- Project Management: Skilled at managing multiple projects and competing priorities while meeting deadlines.

- Communication: Excellent written and verbal communication skills for interacting with staff, contractors, congregation members, and stakeholders.
- Problem-Solving: Analytical mindset with ability to troubleshoot complex facility issues.
- Financial Acumen: Experience with budget management, cost analysis, and financial reporting.
- Safety Focus: Commitment to maintaining safe, secure, and welcoming environments.
- Service Orientation: Understanding of church mission and dedication to supporting ministry objectives.

## **Working Conditions/Physical/Mental Demands**

### **Physical Requirements:**

- Regular movement throughout church campus, preschool facilities, grounds, and construction areas.
- Ability to lift and carry up to 50 pounds occasionally.
- Capability to stand, walk, bend, kneel, crouch, and climb for extended periods.
- Must safely navigate stairs, ladders, uneven surfaces, rooftops, and confined spaces.
- Manual dexterity to operate tools, equipment, and technology.
- Visual acuity to inspect facilities and read technical documents.

### **Environmental Conditions:**

- Work performed in varied indoor and outdoor environments.
- Exposure to seasonal weather conditions, temperature extremes, and inclement weather.
- Occasional exposure to noise, dust, chemicals, and construction environments.
- Emergency response may require work in adverse conditions.

### **Mental Demands:**

- Ability to analyze complex problems and develop effective solutions.
- Strong attention to detail and organizational skills.
- Capacity to manage stress and respond calmly to emergencies.
- Flexibility to adapt to changing priorities and interruptions.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*Crossroads is an equal opportunity employer. All are welcome and encouraged to apply regardless of race, sexual orientation, gender identity, or political views.*

**To apply, please email [employment@crossroadsnova.org](mailto:employment@crossroadsnova.org) with a resume and cover letter.**