

Title:	Facility Director
Reports To:	Director of Operations
Status:	Full-time, Exempt
Value to the Team:	You're a developer of people and buildings. As an integral member of our team, you lead the Facility staff and volunteers to ensure Blackhawk's buildings and grounds are maintained, clean, safe, organized, and revitalized – all with the goal of providing physical environments that allow ministry to flourish.

Responsibilities

➤ **Management, Supervision, & Teams**

- Hire, train, schedule, and manage Facilities staff, ensuring excellence in cleanliness, timeliness, customer service, safety, and security.
- Establish work and vacation schedules to coincide with activities and division of duties.
- Recruit and lead volunteers for ongoing service and special projects.
- Serve as the point of contact for internal and external customers who interface with Facilities.
- Plan, implement and manage the annual Facility budget.
- Work with various staff and ministries to create and recommend a long-term strategy to maintain welcoming and renewed spaces at sites.

➤ **Buildings & Grounds Operations**

- Oversee the condition and maintenance of Blackhawk's two owned sites.
 - Ensure proper functioning of HVAC, fire suppression, elevator, kitchen equipment, electrical systems and other facility systems/assets.
 - Ensure integrity of structures (roof, parking deck, walls, windows, hangings/displays, etc.).
- Maintain a relationship with facility/operations personnel at rented site.
- Contract with vendors by obtaining bids, executing contracts, and monitoring performance.

➤ **Custodial & Setup**

- Design and execute cleaning protocols.
- Oversee the preparation of rooms and facilities for ongoing ministry (e.g., classes, groups), special church events, and outside groups/events.
- Supervise daily activities, including walk-through of buildings and grounds ensuring a standard of excellence and addressing problem areas.
- Work with various staff and ministries to create an optimum site utilization for Blackhawk's ministries and outside events.
- Ensure appropriate and efficient storage.

➤ **Security & Safety**

- Ensure security and safety equipment and processes are efficiently and effectively functioning.
- Mitigate risk throughout the sites by reducing or removing exposures.
- Assess and oversee implementation of ADA compliance needs.
- Understand current OSHA safety regulations and federal and state environmental regulations that are necessary to maintain regulatory compliance and/or best practices.

Physical Expectations | *Facility Team roles at Blackhawk are physical in nature, including but not limited to:*
Repeatedly lifting and moving items weighing up to 50 lbs.

Completing general repairs and maintenance that could involve actions such as lifting, stacking, climbing a ladder, standing on a ladder, and handling motorized equipment for an extended period.

Being physically active (walking, lifting, cleaning, doing repair/maintenance, completing setups) and/or standing for most (and, potentially, all) of an 8-hour shift.

Qualifications & Skills

Stable, mature, growing disciple of Jesus Christ, committed to the values of Blackhawk Church

Demonstrated ability in developing others (teams, leaders, volunteers); energized by equipping and involving others for the work of ministry

Excellent interpersonal skills – ability to deal with a variety of people in different situations

Demonstrated ability in managing projects and meeting deadlines

Exhibits a calm and flexible demeanor in uncertainty; able to find solutions to problems that arise

Exercises mature and independent judgment with confidentiality and tact

Teachable attitude, exhibiting a spirit of joy and helpfulness

Strong work ethic, initiative, and follow-through

Building management, contractor and/or custodial experience desired

Familiarity with or ability and aptitude to learn building systems

Computer skills with proficiency in the Microsoft suite and comfort in databases

About Working at Blackhawk

At Blackhawk Church, we want to build a loving community that follows Christ in order to reach a community that is lost without Him. On Blackhawk staff, we consider it an honor and privilege to take part in this mission.

Our staffing philosophy is simple: connect people to roles they'll thrive in. Our hope is to – as much as is feasible – ensure people's skill, experience and passion align with their role so that they're not just doing the job but thriving in it. Our staff culture values collaboration, coaching/development, humble service and healthy relationships. Our team works really hard, and we have fun doing it. Lastly, we aim to provide a competitive benefit package, and we offer flexibility in schedule when possible and practical.

We are an Equal Opportunity employer committed to growing a diverse staff. We don't just accept ethnic and cultural difference – we celebrate it, we support it and we believe it's what God envisions.

To apply, visit www.blackhawkchurch.org/jobs.