

Facilities Director – Akron Campus

Reports to:	Executive Director – Akron Campus
Direct Reports:	Chapel Maintenance Staff
Works with:	Chapel staff, outside vendors/contractors, University of Akron and other outside agencies.

Scope

The Facilities Director is responsible for maintaining all elements of the Chapel's property, building, grounds, equipment and vehicles at the Akron Campus. Through the careful administration of the Facilities Expense Budget and Capital Budget, the Director ensures that all safety, security systems as well as environmental systems are always functioning.

This person ministers to Chapel members and visitors by providing clean, safe, functional facilities in which to Worship and Fellowship. We view this role as having custody of God's property, which He has given to The Chapel, to use to carry out its mission for His glory. By handling these operational details, this person enables others in the body to carry out their individual ministries. This person is an integral member of our team, ministering to others on staff in all the ways you would expect brothers and sisters in Christ to act and support one another.

Responsibilities

- Direct the efforts of maintenance staff by supervising projects and assisting in the work
- Instruct staff on means and methods of repairs
- Train individuals in maintenance practices
- Train and coach staff in safe practices
- Prepare work lists and follow/inspect completed work
- Prioritize work and provide needed materials
- Keep supervisor informed of all problems and solutions regarding equipment under your care
- Make recommendations regarding replacement or repair
- Always maintain a list of things to do
- Keep the maintenance areas clean and organized
- Maintain grounds, equipment, vehicles and furnishings
- Assist in the development of the capital budget by identifying significant building repairs and equipment needs
- Select and hire contractors and vendors
- In the absence of direct instruction, use discretion in setting priorities for work that needs to be done
- Maintain the integrity and function of building security and fire alarm systems
- Ensure local building and fire codes are adhered to throughout our facilities

Diagnose and Repair

- Respond to equipment that is out of service, diagnose problem and execute repairs
- Determine parts needed and purchase directly from Chapel vendors – balancing price and availability
- Contact supervisor to assist in repair, when required
- Evaluate and suggest long-term solutions to recurring problems
 - Acquire equipment, furnishings and vehicles
 - Find, purchase, repair and replace materials, whenever needed

- Contact administration for all facilities-related outside contractors
- Observe building conditions and design alterations where needed

Management, Oversight and Clerical

- Develop and implement maintenance programs for all building elements and equipment
- Develop and implement replacement programs for all building elements and equipment
- Manage key system
- Maintain files, keep records of equipment, purchases, projects, maintenance schedules and the like
- Handle all correspondence
- Code invoices in a timely fashion ensuring that facilities purchases are charged to the appropriate areas and accounts

Perform the Work of a Maintenance Technician

- Perform the work of a maintenance technician, when required
- Handle Akron work requests: Maintenance, rescheduling personnel or performing work, as needed