

DIRECTOR OF BUILDING SERVICES

Position Scope: Full-Time, Monday - Friday

Position Status: Exempt

Salary Range: \$69,000 - \$80,000

Reports to: Executive Pastor

Department: Building Services



EASTVIEW VISION

Loving, life-giving people bringing hope and healing in Jesus.

POSITION SUMMARY

The **Director of Building Services** serves as the spiritual leader and resource person to direct the building services department. The Director supports the vision, values, and strategies of Eastview through stewardship of our facilities, grounds, and Building Services staff and volunteers.

ESSENTIAL DUTIES

- Craft and implement the annual strategic plan for the Normal campus
- Ensure alignment among the ministry areas balancing ministry needs with staff and facility resources
- Participate in building space function and use planning to steward resources most effectively
- Assist campus pastors with similar planning and stewardship of offsite facility resources
- Plan and execute a weekly schedule relative to stated responsibilities to oversee and direct the building services staff
- Oversee facility maintenance and improvements including the following areas: systems (i.e.: heating, cooling, plumbing, electrical, etc.), grounds, athletic fields (developed and undeveloped), cleaning, and ministry support (event support, space changes, and maintenance)
- Recruit, develop, and lead volunteers to aid in grounds upkeep, snow removal, facility cleaning, and building projects
- Develop and maintain relationships in overseeing service and maintenance contracts as well as construction and facility improvement projects
- Work collaboratively with all ministry areas to establish effective facility use procures and limitations which maximize the vision impact of the church's facilities and resources
- Lead building services staff in their spiritual growth, relational growth, and facilities knowledge through team meetings and coaching
- Steward ministry facilities and physical resources to advance the church's vision and maintain strong relationships with all ministry areas
- Other duties as assigned

SUPERVISORY RESPONSIBILITY

- Building Services staff
- Ministry partners and volunteers

REQUIRED CORE COMPETENCIES

- **Conflict Management** – steps up to conflicts, reads situations quickly, good at focused listening
- **Developing Direct Reports and Others** – provides challenging, stretch tasks, holds development talks
- **Emotional Intelligence** – self-awareness, motivation, self-regulation, relates well to all kinds of people, builds appropriate rapport
- **Strategic Agility** – sees ahead clearly, anticipates future consequences, broad knowledge and perspective
- **Building Effective Teams** – blends people into teams, creates strong morale, share wins
- **Priority Setting** – spends his/her time on what is important, quickly zeros in on the critical few and puts the trivial aside

REQUIRED QUALIFICATIONS

- Strong experience with facilities management
- Familiarity with mechanical systems including HVAC controls, fire suppression, electrical and plumbing services, vehicle and equipment maintenance, project management, and oversight
- Previous leadership roles which involved strategic planning, budgeting, recruitment, and development of staff and/or volunteers
- Strong administration and leadership skills
- Exceptional interpersonal, verbal, and written communication skills
- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint, Teams, and Publisher) and Adobe products
- Attend or become a regular attendee of Eastview Christian Church

PREFERRED QUALIFICATIONS

- Bachelor's degree in related field or equivalent experience

PHYSICAL DEMANDS

Stand:	F	Hearing/Listening	C
Sit:	C	Carry/lift 0-10 lbs	F
Walk:	O	Carry/lift 11-20 lbs	O
Run:	N	Carry/lift 21-50 lbs	O
Reach Outward:	C	Carry/lift 51 - 100 lbs	O
Reach Above Shoulder:	O	Carry/lift 100+ lbs	N
Climb (stairs/ladders):	F	Push/Pull 0-12 lbs	F
Crawl:	N	Push/Pull 13-25 lbs	O
Stoop, kneel, or crouch:	O	Push/Pull 26-40lbs	O
Bend:	F	Push/Pull 41-100 lbs	O
Talk:	C		

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) occupation requires this activity up to 33% of the time (0 – 2.5+ hrs/day)

F (Frequently) occupation requires this activity from 33% - 66% of the time (2.5 – 5.5+ hrs/day)

C (Constantly) occupation requires this activity more than 66% of the time (5.5+ hrs/day)

WORK ENVIRONMENT

95% working indoors in environmentally controlled areas and 5% working outdoors in variety of weather. Moderate physical activity performing daily activities of a custodial/maintenance nature. Manual dexterity sufficient to reach/handle items and work with the fingers. Overtime requirements as needed for special projects.

BENEFITS

- Paid Time Off: holidays, vacation, sick, personal, and service days (camp or mission trips)
- 403(b) Retirement Plan
- Group Health Insurance with an HSA and paired with an HRA
- Dental and Vision Insurance
- Flexible Spending Account and Dependent Care Account options
- Term Life and AD&D – Church provides \$50,000 coverage on the staff member
- Long Term Disability
- Maternity and Paternity Leave
- Staff Milestone Program
- Tuition Assistance Program
- Discounts in Café 19 and Health Club