



FIRST BAPTIST
JACKSON

Job Description & Performance Expectations

Job Title: Director of Maintenance
Department: Administration Support
Reports To: Director of Administration Ministry

Staff Level: Directorial Staff
Pay Status: Salary

STATEMENT OF PURPOSE

The Director of Maintenance provides overall direction to the Maintenance Department at First Baptist Jackson (FBJ) while also overseeing the daily facility maintenance operations of FBJ. This individual establishes long-term as well as immediate goals, strategies, and objectives for both the Maintenance Department and individual staff members. This individual also supervises staff in the Maintenance Department as well as contract work that cannot be performed by in-house staff members. This individual must have the ability to exercise considerable independent judgment and initiative in performing assigned duties.

PRIMARY DUTIES & RESPONSIBILITIES

1. Ensure the maintenance of all church properties and related mechanical systems, including HVAC, life, fire and safety, electrical, plumbing, etc.
2. Plan, prepare budgets, and schedule facilities, including facility modifications, maintenance, repairs, cost estimates, bid sheets, layouts, and proposed contracts, using sound purchasing concepts and adherence to budget guidelines.
3. Work with the Director of Administration Ministry to develop/propose an annual maintenance budget, including recurring operating needs and capital needs.
4. Formulate and coordinate program specifications, requirements for proposals and contracts, and associated documents related to all aspects of facility management.
5. Interview, hire, supervise, and provide training for those in the Maintenance Department and account for their time and payroll costs.
6. Monitor and ensure compliance with all federal, state, and local codes and guidelines and act as liaison to public utility, environmental, and energy agencies, as required.
7. Oversee and direct all maintenance personnel and contractors engaged in equipment installation, facilities and equipment repair, preventive maintenance, etc.
8. Supervise all minor and routine painting, plumbing, electrical wiring, etc. activities.
9. Coordinate/arrange for proposals to address ongoing maintenance of grounds, including plants, shrubs, grass, trees, and irrigation system, as well as cleaning of snow, ice and debris from sidewalks and parking lots, as needed.
10. Coordinate/arrange Fire Marshal-like Inspections, fire sprinkler and fire alarm inspections, elevator maintenance and other life and safety issues. Work with appropriate government agencies to ensure that buildings are safe and meet current code requirements.
11. Maintain electronic and hard copy files of architectural, electrical, mechanical, fire protection, water systems, etc., plans and drawings in an easily accessible manner.
12. Serve as one of the staff liaisons with various committees (Building & Maintenance, Security, etc.). Attend Building & Maintenance Committee meetings and other committee meetings as needed, as a resource and for informational purposes.
13. Develop, implement, and execute a comprehensive preventative maintenance plan for physical assets. Notify staff and Building & Maintenance Committee members concerning need for major repairs or additions to lighting, heating, ventilation, and other equipment.

14. Develop and maintain a Facility Management support manual.
15. Arrange for maintenance of and repairs to church-owned vehicles.
16. Coordinate and monitor the purchasing of certain equipment, furniture, supplies and other items.
17. Utilize Building Management software to monitor building conditions.
18. Assist with supervision and management of off-campus real estate (missionary houses in Clinton).
19. Administer the work of the support ministry by encouraging teamwork and mutual support and providing leadership to staff members.
20. Support ministry goals and objectives by prioritizing related programs, managing the use of facilities, delegating tasks, and evaluating progress regularly.
21. Provide emergency "on call" services as needed.
22. Perform any other duties as assigned by the Director of Administration Ministry or member of the Executive Staff.

ESSENTIAL QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential qualification satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential qualifications.

LEADERSHIP & MANAGEMENT SKILLS

1. Maintain a working environment characterized by high levels of encouragement and trust.
2. Set clear expectations and hold staff members accountable for them.
3. Develop a vision for the Maintenance Department, implement strategies to accomplish that vision, and focus staff energy on achieving that vision.
4. Maximize personal effectiveness by focusing on "must do" tasks and delegating other tasks to qualified staff.
5. Anticipate/avoid challenges and formulate creative solutions.
6. Make timely decisions that produce quality outcomes.

INTERPERSONAL SKILLS

1. Possess basic math, speaking and writing skills, as well as general reading, reasoning, and organizational skills.
2. Possess ability to effectively receive and communicate oral and written instructions.
3. Possess ability to undertake a variety of tasks and prioritize them to meet deadlines while dealing with potential interruptions.
4. Possess ability to make decisions in a logical, responsible, and compassionate manner.
5. Possess a teachable spirit with a strong commitment to self-development.
6. Possess ability to work cooperatively with a diverse group of staff and church members.

PHYSICAL & MENTAL REQUIREMENTS

1. While performing the duties of this job, the employee has a constant requirement (more than 2/3 of the time) to hear, see, and speak.
2. While performing the duties of this job, the employee has a frequent requirement (1/3 to 2/3 of the time) to balance, bend/stoop/kneel, carry/lift, climb, sit, stand, crawl and/or walk.
3. While performing the duties of this job, the employee will use ladders and climb up to 30 feet high to maintain facilities when necessary.

4. While performing the duties and responsibilities of this job, the employee has a frequent requirement (more than 2/3 of the time) to utilize vision abilities including close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
5. While performing the duties of this job, the employee must occasionally drive church vehicles both in the city and beyond.
6. While performing the duties of this job, the employee must occasionally lift or move up to fifty pounds and complete tasks in confined spaces and awkward positions.

ENVIRONMENTAL CONDITIONS

1. Works indoors and outdoors.
2. Occasional exposure to stairs/steps, extreme cold and/or heat, high/low humidity, noise/vibration, poor ventilation, temperature changes, and wet conditions.
3. Prolonged periods of standing, kneeling, crawling, and climbing.

EDUCATION & EXPERIENCE QUALIFICATIONS

1. High school diploma or high school equivalency required; Associate's Degree (AA or AAS) or equivalent from a two-year college or technical school preferred.
2. Five (5) years related experience and/or training in an area of facility maintenance required.
3. Demonstrated experience in the operation of a large facility, preferably a church required.
4. Excellent problem-solving & analytical skills required.
5. Ability to effectively receive and communicate oral and written instructions required.
6. Ability to read operation and repair manuals for mechanical systems preferred.
7. A valid Mississippi driver's license required.
8. Ability to pass a background check and pre-employment drug screening required.

BASIC PERSONAL RESPONSIBILITIES

1. Above all, to grow closer to Jesus Christ. Through a daily quiet time with the Lord, seek to keep Jesus Christ as the priority of life, realizing that prayer, Bible study and Christian fellowship are essential to growing in God's will each day.
2. Keep family in the right position of priorities and see that they come before everything except your personal relationship with the Lord, even before the work of the church. In order to do this, one day a week spent with family away from the church and related activities is strongly encouraged.
3. Support immediate supervisor and all other church staff. This will call for flexibility and a spirit of teamwork.
4. Support the mission statement of the church.
5. Follow the guidelines outlined in the Personnel Manual.
6. Possess an intimate and growing personal relationship with Jesus Christ as evidenced by biblical fruit-bearing and daily habits of spending time with Him and His Word is an expectation of all of those who serve on the staff of First Baptist Church, Jackson.
7. Align with the mission, vision, values, goals, and strategies of First Baptist Church, Jackson.

By signing below, I certify that I have read, and I understand the contents of the Director of Maintenance Job Description. I also certify that I understand the policies and procedures as explained in the church's Personnel Manual. Further, I certify that I will do my best to carry out the Primary Duties and Responsibilities as the Director of Maintenance at FBJ as contained in this Job Description.

Employee Signature

Date