



HILL COUNTRY

BIBLE CHURCH

JOB DESCRIPTION

FACILITIES DIRECTOR

Job Classification: Full Time; Exempt

Date: September 2020

SUMMARY

This position provides **overall leadership** in long and short-term planning and execution for all Hill Country facility needs (buildings, property and grounds, across all campuses). They ensure the daily/weekly operating standards and functionality to support ongoing ministry. This includes: the management of the Facilities staff team, recruitment and empowerment of volunteers/lay leaders, administration of all construction, close working relationship with church staff, vendors/contractors/city officials, overseeing major maintenance, Risk Management, Insurance, and Safety.

OUTCOMES AND RESULTS – SUCCESS IN THIS POSITION WILL RESULT IN:

1. Hill Country campuses are safe, functional and beautiful – they promote worship, learning, discipleship and community building
2. Our congregation, ministry leaders, staff and community receive excellent servant leadership and customer service from the Facilities Team; ministries are supported well to operate successfully
3. Budgets and resources are managed for optimum facility use and efficiency; building and remodel projects are completed on time and with excellence
4. Time, talents, and gifts are focused and maximized for kingdom impact; people are developed at all levels (staff, volunteers, lay leaders, etc.) and the facilities team is staffed effectively
5. Strong working relationship with Key Leaders, Campus Pastors and others to help support the growth and development of each campus and to respond to ongoing (and often changing) facility needs
6. Environmental standards and practices are upheld so that all campuses present a similar brand and people are provided a safe and meaningful experience
7. Relational leadership keeps people and projects running smoothly; the facility teams see their part in advancing the vision and mission of Hill Country

MAJOR RESPONSIBILITIES AND ACTIVITIES:

1. Oversee the installation, operation, maintenance, repairs and replacement of equipment on all campuses; plan, schedule, and coordinate all campus expansion projects and construction
2. Ongoing development, assessment, evaluation and response to long- and short-term planning as well as continual observation of “ministry in action” across all campuses, venues, etc. to inform decision-making
3. Work closely with the Director of Communication for understanding and implementing the operating standards, brand and environmental needs for all public spaces
4. Ensure the back-end hospitality needs for Sunday Worship and special events are met with excellence
5. Provide leadership, mentoring and direction in recruiting, training, shepherding and discipling staff & volunteers
6. Plan and execute a sustainable budget to ensure all assets are maintained and support church goals/priorities
7. Annual Ministry Action Plan (MAP) development and tracking evaluation of department and personal progress
8. Proactive interaction with staff members and ministry leaders; understand the regular Hill Country ministry rhythms and needs to provide facility support; work through challenges with a “win-win” attitude
9. Conduct regular 1:1's, evaluations, and development plans; meet regularly with your team, direct supervisor (XP), Operations Team and church-wide staff team (Unite and Pipeline)
10. Assist in maintaining contracts and provide support with legal documentation with respect to facilities and property
11. Sunday duties and rotation of after-hours on-call responsibilities; clear delegation to staff and lay leaders
12. Respond, evaluate and secure emergency and non-emergency situations
13. Provide and ensure quality of Risk Management, Insurance, and Safety programs
14. Resource to Key Leaders, Executive Team, and Campus Pastors for all facilities related needs: currently Lakeline and Steiner Ranch (potentially Brushy Creek and Crystal Falls); contributing member of our overall staff team

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Bachelor's degree in construction, facilities, engineering, or other architectural/facility-related field
2. 5 years of relevant experience - project planning and management of multiple and complex projects and leading a staff team; preference for large church or large facilities experience
3. Knowledge and experience in design and design documentation (using CAD software), MEP, HVAC, energy controls, facility management & building codes
4. Ability to read and interpret architectural and mechanical drawings and collaborate with architects and other key building/construction individuals
5. Experience in interacting and building relationship with city and county officials and departments; able to develop and review contracts, RFI's and other legal documentation

6. Availability to work some evenings and weekends; ability to walk large campus (including stairs) daily
7. Sees themselves as an owner of the mission, vision, values and pathway of Hill Country Bible Church
8. Theologically aligns with the core beliefs of HCBC and becomes a church member within 3 months of hire

CULTURE AND CLIMATE:

1. Position reports to the Executive Pastor of Ministries; oversees the Facilities Staff Team and serves on the Operations Team
2. Servant leadership with a heart for reproducing servant leaders through volunteer involvement and leadership development; priority of personal evangelism
3. Core values: Responding to God's Word, Engaging Generations, Celebrating Life Change, Thinking Beyond Ourselves