



Date: February 2021

Role Description

Ministry:	Operations
Role Title:	Building & Grounds Director
Pipeline Level:	Area Ministry Leader
Reports to:	Director of Administration & Strategic Planning

Purpose Statement: The Building & Grounds Director will lead and develop volunteers and custodial staff for all building and grounds construction, maintenance, and custodial efforts, assuring that Hope Church campuses are cared for so that God may be glorified by all who utilize these facilities. This role includes maintaining the care and use of all church owned/leased facilities, including building, grounds, equipment, furnishings and vehicles.

Responsibilities:

Duties include but are not limited to:

- Construct, lead, and develop Volunteer Leadership for Buildings & Ground to maintain facilities, ground, equipment, furnishings and vehicles to ensure the campus grounds and buildings are clean and well maintained, enabling God's mission to flourish.
- Oversee all Building and Maintenance including HVAC, electrical, plumbing, and sewer services including associated systems. Also, ensure that all regulatory, warranty, and inspections are managed to enable the safety and effectiveness of ministry work.
- Supervise and develop Custodial staff to deliver housekeeping standards which reflect God's glory.
- Develop a 5 year Building & Grounds strategic plan including maintenance of current campuses and providing insight to future vision options. Utilize 5 year plan as key input to the annual budgeting process and Capital Campaigns.
- Develop Building & Grounds processes, such as:
 - Electronic process to communicate/track/measure performance of maintenance needs from internal customer to appropriate Building & Grounds Volunteer.
 - Documented maintenance processes
- Own the Building & Grounds Dashboard which communicates and drives performance and progress on a monthly basis.

Competencies:

- Actively lives out the 5G's of Discipleship
- Be supportive of Hope's Mission and its Leadership
- Must be a regular Worship Attender
- Must have a demonstrated history of leadership experience
- Must be able to confront relational challenges in a biblical manner
- Must be able to demonstrate the ability to provide and receive constructive feedback
- Must be able to be an effective trainer, utilizing excellent communication skills
- Must be able to demonstrate a strong strategic mindset

Prerequisites:

- General Construction knowledge and skills in the fields of electrical, plumbing, carpentry
- Bachelor's degree preferred
- Must possess a knowledge of building/safety codes and regulations
- Excellent communication and interpersonal skills
- Strong computer skills (Microsoft Office, Realm, Google, etc.)
- Must be a regular Worship Attender

Time Investment: **20 hours / week; 5 days/wk onsite**

Commitment: **Minimum of 2 years**