



Position Description for
Facilities Director

North Heights Vision: **Find Faith. Discover Purpose. Live Eternal Significance.**

Led by the Holy Spirit, North Heights engages all people to find faith in Jesus, discover their God-given purpose and equip them to lead lives of eternal significance.

We are looking for staff to join us in this vision.

Title: Director – Facilities

Reports to: Senior Director – Finance - Administration

Employment Status: Exempt

Summary of Position: Supervisory position which oversees the care, maintenance, and safety of physical facilities at both campuses

Minimum Qualifications: High School graduate or equivalent degree minimum plus 6-years prior Facilities or Maintenance related experience including supervising a multi-person staff. Valid Minnesota driver's license

Duties/Areas of Responsibility:

- Adhere to staff core values
- Adhere to the Constitution and Bylaws of North Heights
- Keep the physical environment of the facility clean, comfortable, and safe
- Flexibility in schedule to meet varied church program or event needs
- Ensures all equipment and systems of the facility including HVAC systems, electrical, plumbing, exterior and interior structures are safe, operationally sound, orderly and comply with federal, state and local building and operational codes
- Oversees building maintenance and repair
- Assures compliance with local building and fire codes
- Assures high levels of exterior maintenance and appearance
- Serves as an advisor to renovation and building expansion projects

Duties/Areas of Responsibility, continued:

- Establish and manage measurable quarterly goals that are in alignment with our vision
- Performs other duties as assigned that further the vision of North Heights

Knowledge, Skills & Abilities Required:

- Belief that Jesus is the one and only Son of God and the only name that can save a human being. Be filled with the Holy Spirit and demonstrate the use of spiritual gifts.
- A good grasp of the Bible and a belief that the Bible is the inspired Word of God

- Demonstrates a Christ-centered, Spirit-filled life with many of the Gifts and Fruits of the Spirit evident and in operation
- Prior experience in managing a multi campus facility and staff
- Number 2 or number 3 Minnesota State Boiler's license
- Ability to use bobcat and forklift
- Ability to multi-task effectively
- Organized record-keeping and other work habits
- Strong interpersonal skills
- Ability to effectively communicate, verbally and in writing, in English
- Ability to train and mentor others
- Working knowledge in Microsoft Office Suite and EMS
- Ability to work with ethnic diversity
- Able to lift 50 pounds

Outcomes Required:

- Assist in annual budget preparation and administer them as approved
- High levels of satisfaction on the part of all North Heights family members in regard to housekeeping and maintenance, are achieved and maintained
- No non-conformances/violations of applicable building or fire codes occur
- No lost-time accidents occur and reportable accidents are kept to a minimum, as a result of effective safety training, awareness, and reporting processes
- Effective team leadership to assure that department team members are motivated and satisfied
- Assure room setups are completed as requested and on time
- Actively contributes to the well-being of other staff; tends the vision and values of North Heights

Optional but Desired:

- Experience as a journeyman electrician
- Certified in HVAC systems
- Four-year degree in a field relevant to facilities maintenance