



## Job Description Director of Facilities

### VISION

We envision children transformed by the redemptive power of Jesus Christ and empowered to fulfill all their God-given potential.

### MISSION

Our mission is to provide Christ-centered homes and education for children, equipping and inspiring them to fulfill God's plan for their lives.

### POSITION SUMMARY

The Director of Facilities provides strategic leadership and operational management for maintenance, support services, safety, logistics and long-term planning of all facilities and physical assets. This role oversees the operation and maintenance of academic buildings, residential housing, grounds, fleet, infrastructure, technology, and support systems to ensure safety, continuity, efficiency, attractiveness, and mission-aligned environments for students, residents, staff, and visitors. The Director works collaboratively with executives and program directors to support organizational goals related to education, residential life, sustainability, and operational excellence.

**REPORTS TO:** President and CEO

**JOB CLASSIFICATION:** Exempt

**DEPARTMENT:** Support Services

**SUPERVISES:** Maintenance Engineer, Multi-Craft Maintenance Technician(s), IT Administrator, Support Services Assistants (Grounds)

### ESSENTIAL FUNCTIONS:

#### Facility Operations & Maintenance

- Direct operations and maintenance of all campus facilities, including academic buildings, residences, administrative offices, retail center, outbuildings, and grounds.
- Develop, implement and monitor preventative and predictive maintenance programs.
- Manage prioritization and timely response to maintenance requests and facility-related concerns.
- Oversee HVAC, electrical, plumbing, mechanical, structural, life-safety, and building automation systems.
- Monitor facility conditions and uphold standards for cleanliness, repair, safety, and appearance.

#### Fleet & Equipment Management

- Oversee maintenance, repair, registration, and replacement planning for all over the road fleet vehicles, maintenance department vehicles, tractors, utility vehicles, and grounds equipment.
- Maintain inventory and lifecycle planning for tools, equipment, and operational assets.

### **Strategic Planning & Capital Projects**

- Lead short- and long-term facility planning initiatives aligned with organizational growth and strategic priorities.
- Manage capital improvement projects, renovations, expansions, and deferred maintenance programs.
- Coordinate with architects, engineers, contractors, vendors, permitting agencies, consultants, and insurance providers on specialized repairs, construction, and renovation projects.
- Develop project budgets, timelines, and performance expectations, ensuring on time and within budget.

### **Safety & Compliance**

- Ensure compliance with all federal, state, and local regulations, including OSHA, fire safety, environmental, and building codes.
- Oversee campus safety documentation, inspections, and corrective action plans.
- Coordinate with insurance providers, inspectors, and regulatory agencies to maintain compliance and reduce organizational risk.
- Maintain protection systems, emergency preparedness, and business continuity plans.
- Manage environmental health and safety initiatives.
- Coordinate responses to facility emergencies including weather, security, and system failures.

### **Budget & Financial Management**

- Develop and manage departmental operating and capital budgets.
- Monitor expenditures and identify cost-saving opportunities.
- Manage purchases of supplies, equipment, and contracted services for all operational areas.
- Prepare financial forecasts and facility-related reports.
- Evaluate and negotiate vendor and service contracts.
- Oversee procurement of equipment, supplies, and contracted services.

### **Leadership & Team Development**

- Provide leadership, support, and direction for all Support Services staff and contracted services.
- Establish performance standards and provide coaching, training, and professional development.
- Promote a culture of accountability, teamwork, customer service, and continuous improvement.
- Coordinate task assignments, vendor access, staffing schedules, and on-call coverage.
- Oversee campus-wide inventory and asset management
- Develop and maintain operational policies, procedures, and safety standards.

### **Information Technology & Security**

- Provide oversight of all IT systems, including Microsoft 365, Entra ID/Active Directory, Google Workspace/Classroom, servers, switches, wireless networks, and end-user devices.
- Oversee physical security systems including surveillance cameras, access control, gate systems, and alarm systems.
- Ensure cybersecurity standards, backups, and system monitoring are maintained.
- Oversee technology lifecycle planning, including device replacement schedules, licensing management, cybersecurity posture, and long-term infrastructure planning.
- Support the IT Administrator in meeting the technology needs of staff, students, and campus operations.

### **Events & Volunteer Support**

- Support all Bethel fundraising and special events, including coordination of event setup
- Establish and maintain relationships with community volunteer groups, organizations, and ministry partners.

**MINIMUM REQUIREMENTS:**

Spiritual: Be an active participating member in a local Christian church. In accordance with the Mission of Bethel Bible Village, will share the gospel with children in our care, as well as their families, to help them know and respond to the love of God in Christ.

Education/Experience: Bachelor’s degree in Facilities Management, Engineering, Construction Management, Business Administration, or related field preferred. Minimum 7 years of progressive supervisory and facilities management experience required. Experience managing residential, educational, institutional, or campus environments preferred. Equivalent combination of education and experience may be considered.

Specific Skills/Requirements: Strong leadership, communication, organizational, and interpersonal skills. Develop collaborative partnerships across functional areas. Ability to manage multiple priorities and respond effectively in emergency situations.

Specialized Knowledge/Licenses: Strong knowledge of maintenance operations, building systems, construction practices, IT systems, and security systems preferred. Understanding of OSHA regulations, fire/life safety codes, ADA compliance, and risk management. Proficiency with CMMS/work order systems and Microsoft Office applications. Valid driver’s license required. Professional, industry and trade licenses are beneficial.

**PHYSICAL REQUIREMENTS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Some heavy lifting and movement of equipment are required. Occasionally lifts, carries, and otherwise moves and positions objects weighing up to 75 pounds. Safety glasses/equipment will be required while performing certain tasks. Visually, audibly, or by scent will identify probable emergencies. Often communicates with staff and residents.

**OTHER DUTIES:**

Please note that this job description is not designed to cover or contain an exhaustive list of all activities, duties, or responsibilities that are required for this job. Duties, responsibilities, and activities may change at any time with or without prior notice.

The employee signature below constitutes the employee’s understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_

Date \_\_\_\_\_