

Job Description

Job Title: Global Facilities Director

Position reports to: Global Operations Director

Department: Operations

Level: Full Time

Date Prepared: 5/2025

I. Purpose of the Job:

The primary purpose of this position is to oversee all aspects of the physical operation of the facilities, buildings & grounds for all Citygate Church campuses, driving the mission and vision through strategic direction and operational expertise to leave an enduring impact on our expanding network of campuses.

II. Essential Functions and Responsibilities:

- *General*
 - Provide long term vision for the building and infrastructure of Citygate Church
 - Work closely with the Global Operations Director on campus repair and improvement projects
 - Be part of the planning process for all events, coordinating with the events team
 - Coordinate with all indoor and outdoor facilities departments prior to an event to be sure all electrical, plumbing, grounds keeping etc. needs are met
 - Build a professional relationship with all Vendors in contract at Citygate
 - Requires occasional weekend and evening hours.
 - Perform related duties based on departmental need. This job description can be changed at any time.
- *Staff Supervision*
 - Lead and influence department staff through positive change and time management
 - Work closely with Campus Facility Directors, Campus Facility Technicians and Campus Custodial Technicians to help run all facets of Citygate facilities
 - Train staff members how to access and secure the building
- *Building and Maintenance*
 - Arrange for and complete all preventive and building maintenance.
 - Conduct formal and informal checks of the buildings for cleanliness.
 - Understand fire alarm systems and possess ability to teach each campus intricacies
 - Responsible for making sure HVAC is functioning as designed, including duct sensors
 - Ensure that all facilities request are completed by their assigned due dates
 - Responsible for making sure as best possible everything is in working order for services, events, and conferences
 - Aware of all electrical, plumbing, HVAC, and structural projects of the campus
 - Demonstrate adaptability and willingness to oversee various projects as needed
 - Serve as primary point of contact and coordinate construction and renovation projects by working closely at each campus with assigned General Contractor

III. Daily Responsibilities

- Our team operates on a Sunday-Thursday schedule, with Sunday solely dedicated to our worship experiences
- Expect fast-paced weeks filled with collaboration and project management
- Collaboration is at the heart of what we do-expect to work closely with other ministry leaders.

IV. Monthly Responsibilities

- Ensure all department leaders and volunteer crews, under operations, have regularly scheduled training and community gatherings.
- Stay at least 4 months ahead on up and coming church and community events
- Nominate and celebrate Crew Leaders and members monthly

V. Personal Requirements

- To exhibit a growing passion to serve God, your family, church and team by reflecting a life that reflects Christ in your words and actions in both your personal life and ministry. You will be looked up to as you model the Christian faith, and the way you live your life should reflect the Gospel at all times
- Spiritual growth is a PRIORITY, and we encourage daily engaging in prayer, Bible study and personal development
- You must be a strong communicator both verbally and written; able to have courageous conversations
- Agree to exemplify the staff core values, mission and vision, Honor Code and 8 gates to include biblical tithing to Citygate Church

VI. Skills and Abilities

- Proficient with Microsoft Office, Google, and MacOS
- Proven track record of effective time management
- Experience in problem solving
- Ability to handle multiple projects effectively
- Self- Motivated with the ability to work without supervision and able to set & achieve goal
- Must have working knowledge of electrical, plumbing, and basic construction
- Must be able to read blueprints, schematics
- Must be able to work under pressure
- Must be willing to work overtime and adjust regular schedule to accomplish the necessary tasks
- Demonstrated understanding and commitment to working in culturally diverse settings

VII. Education

- 3-5 years of experience as a Facilities Director preferred
- Minimum of 5 years of building management and leadership experience
- Minimum high school diploma or equivalent; Bachelor degree in related field preferred
- Strong computer skills required

VIII. Physical Requirements:

- Must be able to lift 75 lbs, or more
- Able to walk a minimum of 2 miles daily

IX. Benefits:

- Competitive salary based on experience
- Comprehensive benefits package includes medical, dental and vision
- Employer paid life insurance policy
- 401K Retirement plan
- Generous time off policy

X. References

- Must be able to provide references upon request

Employee Signature: _____ Date: _____

Printed Name: _____