



## MISSION

We exist to help people find and follow Jesus.

## CONTACT

Real Life Church  
23841 Newhall Ranch Rd  
Valencia, CA 91355

661-775-7401  
hr@reallifechurch.org

# Facilities Director

Full Time | Exempt | Central / Valencia

## OVERVIEW

The Facilities Director plays a crucial role in the execution of the overall strategy, mission and vision, of RLC. The Facilities Director supports the staff and ministry of the church by overseeing the facilities for RLC through supervision and management of the following: outside vendors, building projects, day-to-day operations, and facilities and custodial staff and volunteers.

## PRINCIPAL ROLE & RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- In partnership with the Executive Director of Administration, provides strategic management and direction of building space allocation and layout, facility use, custodial and maintenance to campuses
- Oversees the day-to-day operations of the campuses in collaboration with campus leads (vendors, volunteers, staff)
- Initiates planned maintenance programs for a variety of equipment and mechanical components, including but not limited to, electrical, safety systems, and HVAC
- Coordinate preventive maintenance and emergency maintenance of facility equipment, including HVAC, security, roof, electrical, plumbing, and other systems and equipment
- Supervisory responsibility over facility cleaning and maintenance completed by selected contractors at our campuses
- Oversees the exterior maintenance, grounds-keeping and parking lot areas. Keep grounds clean and well-landscaped
- Maintain records of all maintenance contracts, planned maintenance activity and facility/building improvement documentation
- Supports campuses on execution of events
- Interviews and hire various contractors for repairs, maintenance, and janitorial needs in collaboration with Executive Director of Administration
- Collect and manage all maintenance requests, construction requests, and other facility needs
- Assist with developing the annual facilities budget for all campuses
- Use best practices to economize and reduce operating costs
- Participate in planning, cost estimating, budgeting and scheduling facility modifications
- Oversee and inspect construction and installation progress when applicable.
- Strategizes with the Director of Security regarding building safety and security, specifically as it relates to details of signage, logistics, lighting, security cameras and other pertinent structural elements.
- Any additional duties as assigned

### **Minimum Qualifications (Knowledge, Skills, and Abilities)**

- Four to six years related management experience, or equivalent combination of education and experience, or equivalent in demonstrated abilities
- Attend RLC
- Agree with RLC's Statement of Faith and commit to exhibit a lifestyle that is consistent with the same
- Reflects their relationship with Jesus Christ by being a person of high character and consistently acts with clear values and beliefs
- Proven leader as demonstrated by past experience in building teams, managing people, and creating systems
- Able to work efficiently to meet short deadlines
- Familiarity with building upkeep, structural issues, and grounds maintenance; problem-solving and analytical skills; time-management skills

### **Spiritual Requirements**

- Abide and adhere to RLC's Statement of Faith Acknowledgement #1 and #2 as referenced on the application.

### **Physical Demands and Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required:

- To talk or hear
- The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls.
- The employee is occasionally required to stand; walk; sit; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus.
- The noise level in the work environment is usually low to moderate.

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