

**First Unitarian Church | Albuquerque, NM**

## **Position Description**

**Job Title: Director of Facilities**

**Effective:** April 2022

**Status:** 30 hours a week, salaried

**Reports to:** Associate Minister

**Supervises:** Facilities Manager, Custodian

**Job Summary:** First Unitarian Church of Albuquerque is blessed with a four acre campus that holds 7 buildings, some of which are contiguous. In addition, the church has a small building in Edgewood. The Director of Facilities oversees the planning and execution for the maintenance, repair, and continued use of the campus, as well as providing support to the congregational volunteers who maintain the Edgewood facility.

The Director of Facilities ensures the smooth functioning of the operations of the church facilities and provides customer service for staff, church members, and the community. The position requires both attention to detail and the ability to create forward-looking plans that anticipate coming needs. The Director of Facilities will collaborate with volunteers, including members of the church Building and Grounds Committee. They will also provide supervision to staff that establishes expectations, supports growth and learning, and creates a positive work environment.

### **Duties and Responsibilities:**

1. Facility Management
  1. Work with the lay Buildings and Grounds Committee to set priorities and standards for major buildings and grounds areas and issues, and develop long term maintenance and replacement plans.
  2. Oversee campus security systems including monitoring systems, policy, and procedures, and sharing “on call” duties as appropriate. This position is the first to respond to any facility crises on the campus, including break-ins, collaborating with our alarm company and private patrol company.
  3. With the Safety and Security Committee, oversee the congregation’s emergency preparedness.
  4. Create policies and procedures to ensure protection of church property from theft and damage.
  5. Supervise the Facility Manager and help them set priorities and standards for buildings and grounds.

6. In the event of major facility remodeling or construction, collaborate with staff and lay leader task forces to ensure successful project outcomes.
  7. Support the campus master planning effort conducted by the Board of Directors.
2. Program Support
    1. In collaboration with the church Administrator and the Director of Congregational Life, oversee and serve as the go-to person for operations of facilities and equipment, from audio equipment issues to procedures for using church spaces. Train facility users on equipment and facility as needed.
    2. Troubleshoot, resolve, and seek to prevent facility issues that negatively impact program functioning and participant experiences.
3. Business and Procurement Management
    1. Create Requests for Proposals, facilitate contractor bidding processes, and approve and track contracts. Ensure that these processes comply with church budgets and policies.
    2. Ensure that the church maintains appropriate levels of insurance; make and track insurance claims as needed.
    3. Ensure church maintenance records are complete and up-to-date.
    4. Attend regular staff meetings and participate with the Executive Team as needed. Keep facility staff informed of events and decisions that pertain to them.
    5. Develop and implement Facility Policies to be approved by the Executive Team.

### **Qualifications:**

- Bachelor's degree or equivalent experience.
- Experience, knowledge, and training in managing facilities.
- Experience, knowledge, and training in managing contractors.
- Able to work independently under minimal supervision.
- Proven ability to meet deadlines.
- Excellent people skills to work with staff, members, building users, and contractors.
- Planning skills that can provide mid- and longer- terms perspectives for church campus utilization.
- Familiar with technologies related to the office, security, and buildings.
- A commitment to anti-racism and anti-oppression.
- All new hires at First Unitarian must be fully vaccinated against COVID-19

### **Core Competencies:**

- The church is a dynamic, changing environment—the ideal candidate will be adaptive and proactive.
- Collaborates well with others.
- Excellent customer relations skills.
- Works efficiently.

- Able to meet deadlines, work within set priorities and organize effective routines to accomplish goals.
- Flexible and independent worker able to discern when to make a decision based on prior knowledge, and when to ask for clarification or further information.

**Cooperative work relationships:**

- Ministers
- Other Church Staff
- Members of the Board of Directors
- Chairs and members of committees and task forces
- Congregational volunteers
- Church members in general

**Physical Requirements:**

- Able to lift 30 pounds.
- Able to do computer work requiring extended periods at a work station.
- Able to work in a conventional office environment.
- Able to move around the church campus. Campus is mostly but not entirely wheelchair accessible.