

Marlin D. Harris, Senior Pastor

DIRECTOR OF FACILITIES

Location: Church Campus, 3562 Flat Shoals Rd., Decatur, GA

Reports To: Director of Operations

**Supervisory
Responsibility:** No

Salary Range: Salary to be shared with applicants

Type of Position: Full-time, On-site

About New Life

At New Life Church, we see God's design for the church to be a Christ-led, growing, loving force. We are called to metro Atlanta to be this type of church through action that compels and equips people to become all that God has called them to be. In short: **we are called to transform the world around us by following Christ, growing in community, and loving others.** In other words, to **be the church.**

DIRECTOR OF FACILITIES

About the Position

The Director of Facilities must serve as the in-house expert leader of the Facilities and Logistics Team that oversees the facility including the Janitorial Support Team and the Logistics Team. The Director of Facilities must possess an advanced experience in facilities management including project management, maintenance of the facility and must demonstrate the ability to build relationships that contribute to an improving facility that exudes excellence. The Director of Facilities must have financial acumen and capital planning experience and must be able to forecast for capital improvements and be able to analyze capital improvement projects and proposals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Strong technical knowledge of the following: mechanical, electrical, plumbing, HVAC, structural, safety systems, architectural, landscape and energy management.
- Experience in working on a large, multi-building campus with Integrated Facilities Management is preferred including experience with Facilities, Environmental Services and Landscaping and Grounds.
- Demonstrated business and financial or budget acumen related to capital improvement proposals, executing contracts, and project management.
- Strong Leadership skills with a focus on staff development and team building.
- SUSTAINABILITY minded - innovative and solution oriented.

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- Exceptional client relationship and communication skills.
- Certification in facilities management is preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Preferably college experience, associates or bachelors degree in facility management or related area.
- Ability to solve practical problems and deal with a variety of situations.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to work independently as well as with a team in a demanding environment with a high level of attention to detail.
- Exceptional degree of integrity, compliance, safety and self-awareness.

PHYSICAL DEMAND:

- The employee must regularly lift and /or move up to 50 pounds.
- Able to safely operate hand tools and vacuuming
- While performing the duties of this job, the employee is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl.