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***Job Title:*** Maintenance Team Director

***Job Overview:***

The maintenance team provides overall support to all our US-based facilities through services and repairs to property and equipment, including custodial, grounds, HVAC systems, vehicles and equipment maintenance, building safety, security, and facilities usage. The Director ensures that this vision becomes reality.

***Compensation***: This is a part-time hourly position.

***Work Schedule:***20hrs/week. Monday-Friday

***Reports to:*** Executive Pastor

***Core Responsibilities:***

1. **Lead and disciple Facilities Team members**
   1. Develop and lead the Facilities & Custodial Team.
   2. Meet regularly with the team for daily instructions and weekly tasks.
   3. Prioritize projects and provide guidance with clear instructions to accomplish necessary tasks.
   4. Ensure that the Facilities Team is being discipled, empowered, and cared for by living out Christlikeness.
   5. Advocate for Facilities Team needs.
   6. Approve work orders and ensure projects are completed in a timely manner.
   7. Be the point person and main contact for new projects or needs at any Open Door facility, as they arise.
   8. Coordinate with outside vendors to accomplish certain projects.
   9. Schedule and coordinate government inspections, paperwork, and address any potential compliance issues.
   10. Communicate any changes or inconveniences to the affected Open Door staff members or volunteers due to repairs or maintenance projects.
   11. Manage and approve Facilities Team’s ongoing expenses and purchases.
   12. Provide quality control for completed maintenance or construction projects/tasks.
   13. Regularly meet with Executive Pastor to prioritize tasks/projects and future project planning.
   14. Create monthly maintenance project lists and develop a 3- and 10-year facilities strategy.
   15. Assist with Facilities Team tasks and projects, as needed.
2. **Lead Volunteer Facilities Team**
   1. Recruit, develop, empower, appreciate, care for and mentor volunteers from different campuses with maintenance or construction skills.
   2. Create and maintain a list of potential volunteers and their individual skills/expertise.
   3. Spend time discipling and mentoring facilities volunteers on a regular basis.
3. **Custodial Functions**
   1. While not normally a primary function of maintenance teams, continually inspect, identify and evaluate building cleanliness and appearance to ensure excellence in property management; this is a task for all Open Door employees.
   2. Before, during and after completion of a project, ensure the surrounding areas are clean and presentable.
   3. At times you may be asked to assist in deep cleaning projects including floor waxing and buffing.
   4. You may be asked to assist in preparing the buildings for special openings and set up requests for all activities that take place in Open Door facilities or on our grounds.

***Qualifications***:

* Must be a mature, growing believer with a clear understanding of the Gospel, along with the ability to communicate it clearly.
* Committed to spiritual integrity and facilities excellence.
* Experienced in project management.
* Possess effective communication skills (oral and written).
* Ability and experience to lead a team.
* Possess shepherding skills (lovingly lead, coach, and counsel with wisdom and discernment).
* Demonstrate the ability to recruit, supervise, train, and evaluate volunteers.
* Committed to our community.

***Expectations:***

1. Maintain a bold commitment to excellence through attention to detail that ensures the highest possible standards of facilities management, maintenance, and repair.
2. Assist the Leadership Team in continually improving systems for our facilities including custodial, preventative maintenance, building and equipment repair and building improvement projects at our multiplying campuses.
3. Work with the Maintenance Team and as directed by the Executive Pastor to inspect and ensure facilities are clean, attractive, and well-maintained, inside and out.
4. To maximize productivity, assist lead volunteer teams to extend and accelerate facility and grounds care.
5. Lead by example demonstrating servant leadership where facilities maintenance is seen as ministry more than maintenance.
6. Live committed to our mission of “Leading people in the adventure of becoming like Christ” as well as our description of Christlikeness as described in the six Core Christlike Characteristics and summarized by Loving God, Loving People and Living Surrendered. Being committed to the 6Ds of Discipleship ([www.opendoor.tv/about](http://www.opendoor.tv/about)).
7. Participate in all scheduled staff meetings and staff development times.
8. Meet with the Executive Pastor for department planning and evaluation.
9. Abide by the Open Door Employee Handbook including staff team values.
10. Perform other duties as assigned by the Executive Pastor and/or Senior Pastor.

*The above responsibilities are not intended to be an all-inclusive list. The staff at Open Door is committed to team ministry that pursues excellence with an attitude of “whatever it takes to get the job done”. Therefore, additional time may be required outside of typical work hours and normal schedules.*

***Interested? Please send your resume to jobs@opendoor.tv ! Thank you.***