



SKYLINE
CHURCH

Helping people find and follow
Jesus seven days a week.

Position: Facilities Director

Location: La Mesa, CA | Lakeside, CA | Clifton, KS

Attendance: 3,500

THE ROLE

The role of the Director of Facilities (DOF) is to manage and oversee the operation of maintenance of Skyline Church grounds. This involves leading and managing a maintenance team and custodial employees, directing their activities, and being solely responsible for facilities. Duties include communication with church staff and volunteers regarding necessary repairs, scheduled maintenance, and other issues that need further investigation. Typically, building and facility maintenance will include all plumbing, electric, ventilation, air conditioning systems, grounds keeping, and/or exterior building maintenance. The management portion of the job will involve communication with contractors, outside vendors, and potentially planning future projects with the financial management department of the church. The Rancho San Diego and Lakeside locations fall under the direction and leadership of the Lead Pastor (LP) Jeremy McGarity. This person will require a firm grasp of the beliefs, values, and strategy of Skyline Church and the ability to align with its mission, vision, purpose, core values, and core behaviors (Core Identity). The DOF will be a model member of a team which helps to oversee a clean and well maintained facility throughout the week and for Sunday services.

RESPONSIBLE FOR:

1. Modeling Biblical Priorities

Responsible for upholding Biblical priorities and core values of Skyline Church. The DOF should represent a growing personal relationship with Christ. The DOF models a strong relationship with his or her spouse (if married) and children (if applicable). The DOF strives to fulfill his or her purpose while demonstrating integrity in words, relationships and actions. These objectives are accomplished by:

- Committing to a daily quiet-time with God.
- Setting appropriate boundaries to protect character and integrity.
- Developing personal evangelism opportunities with your oikos outside the church.
- Supporting the ministries of Skyline Church by faithfully giving at least 10% of gross income.
- Adhering to and encompassing the qualities and characteristics required of Skyline Church employees, as defined by the Staff Handbook and Core Identity Book

2. The Nuts and Bolts of the Job

A career in facilities management requires an individual who is highly organized and able to prioritize tasks based on urgency and other factors. Of course, this individual needs skills in building maintenance, knowledge of systems affecting a building's day-to-day operations, and have the ability to make basic repairs. The DOF should be well accustomed to grounds keeping and landscaping. He or she will be responsible for cultivating the care of the church landscaping and surrounding campus grounds. This person will be



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highly administrative in handling outside events and operations pertaining to the church calendar. He or she will oversee any outsourcing the church utilizes. In addition, DOF should be knowledgeable about proper chemical handling and cleaning techniques. Candidates should have hospitable and strong communication skills in order to interact with vendors, contractors, subordinate employees, churchgoers, and anyone making a facilities-related request. The DOF candidate should be observant, respectful, motivated, and committed to providing a clean and orderly place to worship and congregate. This person will possess a “find a way, make a way” mentality. The DOF should be willing to go the extra mile to achieve excellence when representing Skyline to church members and our community.

3. Essential Duties and Responsibilities of a Facilities Director

- Managing maintenance team members to ensure all areas are cleaned, stocked, and safe.
- Maintaining clean facilities by overseeing weekly duties and daily spot cleaning in all public areas of the building including bathrooms, sanctuary, kitchens, and meeting rooms.
- Managing proper chemical handling procedures and inventory of cleaning supplies.
- Have knowledge of cleaning techniques including stain removal, disinfecting, waxing, etc.
- Managing maintenance such as changing light bulbs, restocking, and making repairs.
- Must have knowledge of simple plumbing, electrical, and general repair work.
- Managing event preparations and set up.
- Must have a positive attitude, be tactful, be courteous, and willing to help in all things.
- Be a proactive self-directed and a problem solver, tending to problems before they arise.
- Must be flexible; willing to adapt to varying schedules and week to week workload.
- Must be honest and trustworthy as he or she will have access to secured church areas.

4. Education and Experience

- Must have at least 5 years experience in overseeing a large facility and team.
- Must be familiar with general cleaning techniques and able to follow safety requirements.

5. Work Environment

- Must be able to spend several hours standing, walking, reaching, and bending over.
- Must be able to lift up to 30 pounds.
- Must be available to work Sundays and willing to work on call weekends, evenings, holidays and as needed for events or emergencies.

TO APPLY

Please submit resumes to Janet Stucke via email: jstucke@skylinechurch.org
11330 Campo Rd. La Mesa, CA 91941 | 619.660.5000 SkylineChurch.org



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