

# FACILITIES DIRECTOR

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## Overview:

The Facilities Director is responsible for the overall direction and operation of Eastbrook Church campus facilities and equipment. Responsibilities include the management and the supervision of maintenance, janitorial services, safety and security, disaster preparedness, emergency response, energy management, capital improvements, budgeting, and planning. This includes liaising and coordinating with the facilities staff and needs of Eastbrook Academy.

## Employment Information:

This position is full time and classified as salaried and exempt; 40-45 hours/week. Salary is dependent on experience, skills, and education.

## Reports to:

Senior Director of Ministry Services

## Responsibilities:

- Plan and coordinate the workflow of Buildings & Grounds Manager, as well as other facilities staff and volunteers, including assigning responsibilities, monitoring workflow, evaluating work product and procedures, and resolving issues.
- Schedule and assign responsibilities for regular and preventive maintenance of building, equipment, and safety and monitoring systems.
- Manage the purchase and inventory of maintenance, grounds, and cleaning supplies.
- Supervise maintenance, grounds, cleaning operations, and all contracted services.
- Participate in facility planning processes including scheduling, space usage planning, utility services, energy management, and project management.
- With facilities staff team, manage the process of obtaining bids, proposals, contracts for facility related projects and professional services.
- With facilities staff team, manage construction and maintenance projects, inspect work to ensure contract and specifications compliance, and approve contractor and vendor payments.
- Serve as an emergency response overseer and first responder for alarm notification calls and emergency situations.
- Oversee the development of safety programs, including policy and procedures. Oversee development of fire evacuation, disaster preparedness, and emergency response plans.
- Manage regulatory compliance including safety regulations and oversight of inspections of building systems, including fire alarms, elevators, and boilers.
- Resolve issues involving janitorial services, maintenance, and grounds safety.
- Work with the Senior Director of Ministry Services to help manage property and liability insurance procurement, risk management, driving procedure management, and claims.
- In all the above, coordinating with Eastbrook Academy in relation to their facility needs and partnering with EBA facility staff.

## Qualities and Qualifications:

- Demonstrate a vibrant and growing relationship with Jesus Christ and witness serving the congregation, staff, and community in fulfilling all job duties.
- Active participant or member of Eastbrook Church who supports and endorses the statement of faith, mission, and vision objectives
- Desire to build positive and healthy relationships with other staff
- Minimum of five (5) years' experience in Facilities management, building maintenance, or related area
- Associate or bachelor's degree in Facility management desirable
- Certified Facility Manager (NACFM) desirable
- A strong working knowledge of HVAC, electrical, and plumbing systems strongly preferred
- Training in methodology of facility housekeeping, maintenance, and grounds maintenance
- Valid Wisconsin driver's license and must have an acceptable driving record

## Benefit Package:

This position is eligible for all benefits associated with full-time employment including medical, dental, vision and life insurance. Refer to the Employee Handbook and information provided by Eastbrook's insurance providers for specific details.

**Paid Time Off (PTO)** – Full time employees are eligible to earn PTO. PTO is accrued on a calendar year basis. Refer to the Employee Handbook for specific details.

**403b** – Employees are eligible to participate in the 403b pension plan if they are scheduled to work 30 or more hours per week. Entry dates for the 403b plan is the ninety days from following date of hire. On an employee's first anniversary, Eastbrook will match 50% up to 4% of employee's contributions.

**Holidays** – Full time employees are eligible for holiday pay. There are eleven (11) holidays recognized by Eastbrook Church as paid holidays; refer to the Employee Handbook for specific details.

## Mission of Eastbrook Church:

Every employee at Eastbrook Church is expected to support our Mission: *to proclaim and embody the love of Jesus Christ in the city and in the world.*

## Vision of Eastbrook Church:

Our Vision to accomplish this is through five objectives:

### 1. Becoming 7

We are aiming to become a more vibrant, diverse, multi-ethnic church with an impact on the city of Milwaukee and the world. *"After this I looked, and there before me was a great multitude that no one could count, from every nation, tribe, people and language, standing before the throne and before the Lamb. They were wearing white robes and were holding palm branches in their hands. And they cried out in a loud voice: 'Salvation belongs to our God, who sits on the throne, and to the Lamb.'" (Revelation 7:9-10)*

### 2. Growing Disciples

We are aiming to make new disciples and grow current disciples deeper.

*"Then Jesus came to them and said, 'All authority in heaven and on earth has been given to me. Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.'" (Matthew 28:18-20)*

### 3. Reaching Out

We are aiming to reach beyond ourselves through missional engagement.

*"But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth." (Acts 1:8)*

### 4. Multiplying Leaders

We are aiming to make leadership growth a priority.

*"And the things you have heard me say in the presence of many witnesses entrust to reliable people who will also be qualified to teach others." (2 Timothy 2:2)*

### 5. Church Engagement

We are aiming to increase levels of engagement at Eastbrook Church, as reflected in attendance, service and giving.

*"So Christ himself gave the apostles, the prophets, the evangelists, the pastors and teachers, to equip his people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ." (Ephesians 4:11-13)*

## Please Note:

Eastbrook Church provides equal employment opportunity without regard to race, color, national origin or ancestry, citizenship, mental or physical disability, medical condition, veteran or military status, marital status, age, sex, or any other basis protected by federal, state or local law, ordinance or regulation.

Employment will require successful completion of a background check.

Qualified candidates should email or submit a letter of application, resume, and professional references to HR Manager, Lupe Dueñas, [lduenas@eastbrook.org](mailto:lduenas@eastbrook.org).