



POSITION DESCRIPTION: Facilities Director

SUMMARY:

The Facilities Director is responsible for managing the day-to-day maintenance of New Bethany's portfolio of properties. This includes, but is not limited to, mechanical, electrical, plumbing, landscaping, technology, security, and fire. New Bethany is seeking a strategic thinker that will bring to the position a strong management background as well as the technical expertise to serve in a hands-on capacity.

New Bethany Ministries is historically faith-based, and currently non-affiliated with any religion or faith group as its own independent 501(c)3 organization. The organization holds equity at the center of all programming and decision making. It's board, staff and volunteers are dedicated to building a community of hope and support for those who seek help. This is a full-time exempt position, with generous benefits in accordance with New Bethany policy.

To apply, please submit a resume and cover letter to J. Marc Rittle at jmrittle@newbethanyministries.org.

ACCOUNTABILITY:

The Facilities Director will report directly to New Bethany's Executive Director and work collaboratively with the Leadership Team.

SPECIFIC RESPONSIBILITIES:

The Facilities Director will:

- Serve as project manager for all construction, renovation, and capital projects.
- Manage and maintain mechanical, electrical, plumbing, water heaters at all properties.
- Supervise maintenance staff and assign tasks as appropriate.
- Manage and maintain technological infrastructure, including contract with IT services.
- Respond to work orders in a timely manner.
- Manage, maintain, and upgrade – as needed – appliances and water fixtures (e.g., faucets, toilets, showers, sinks, mixing valves, outdoor water fixtures) at all properties.
- Oversee landscaping as appropriate.
- Manage and maintain security systems and security vendor(s).
- Manage and maintain fire alarm systems and vendors and ensure continued fire code compliance.
- Manage mold concerns when the need arises.
- Manage pest control at all properties.
- Oversee trash removal contracts.
- Oversee on-call and emergency responses to all abovementioned trades and projects.
- Assist in the execution of events.
- Assist in developing and managing annual facilities budget.
- Monitor conditions and strategically plan for all abovementioned trades and projects to address deferred maintenance, preventative maintenance, and long-term projects.
- Other duties as assigned.

QUALIFICATIONS:

1. College degree or equivalent.
2. Employee must be 21 years or older.
3. Must have project management experience
4. Must be able to interact constructively and in a non-judgmental manner with those we serve.