***Frisco First Baptist Church***

***Job Description***

***Director of Operations***

**Position Title:** Director of Operations

**Department:** Building & Grounds

**Supervisor:** Executive Pastor

**Position Summary:** The Director of Operations will support and supervise all areas of building maintenance, custodial care, and mechanical systems. Responsibilities will include management of all workers associated with building and grounds, administrating duties as needed, oversee work orders, maintain all facilities, and assisting in projects and future campus development.

**Skills/Experience:** Effectively manage personnel, administrate duties, demonstrate or oversee maintenance, repairs, and installations. Have general knowledge of building maintenance, carpentry, plumbing, electrical systems and/or custodial skills. Demonstrated experience required.

**Requirements:** The Director of Operations is a part of the staff family of Frisco First and will regularly be encouraged to grow spiritually and professionally as he carries out his job requirements. This position is a key team player in helping guide this ministry to fulfill its mission statement.

**General Responsibilities of the Director of Operations:**

1. The Director of Operations will supervise and manage Operations Assistant, permanent vendors (lawn care, custodial and security), and service vendors (plumbers, electricians, and other professionals).
2. Administrate invoices, meetings, and respond to staff with facility concerns and scheduled projects.
3. Prioritize, maintain quality control, and plan resources surrounding repairs and maintenance.
4. Regularly inspect the church premises for areas of need or concern and create a preventative maintenance schedule.
5. Respond and coordinate special projects with vendors and workers as needed.
6. Maintain security of church campus.
7. Support the ministry goals of Frisco First through the application of expertise in custodial care and maintenance, building operations, and mechanical systems.
8. Contact applicable outside vendors to facilitate repairs, ensuring competitive and fair pricing.
9. Review church facility insurance needs and negotiate annual contract.
10. Review all outside vendor invoices to ensure satisfactory completion.
11. Assign, assist and oversee the storage of all church equipment.
12. Ensure compliance and implementation of policies put in place by leadership and appropriate federal, state, and local agencies.
13. Oversee maintenance, lease and safety inspection of church-owned vehicles and equipment.
14. Organize and retain maintenance records, contracts and warranties for the building, contacts of outside vendors and annual/seasonal maintenance checklists.
15. Maintain and schedule required annual inspections i.e., fire alarm and retain records.
16. Develop and recommend a plan to repair and/or replace items needed around the church (capital improvement).
17. Be available for building-related emergencies.

**Note:** This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_