



Job Description

Director of Facilities

Church Overview

Reston Bible Church is a non-denominational church located in Dulles, Virginia. RBC exists to know Christ and to make Him known through biblical preaching, teaching, and authentic Christian community in Northern Virginia and around the world.

The people of RBC aspire to know Christ more deeply and to make Him known more fully through these three means—Preaching, Teaching, and Community—and to do so in their local neighborhoods and around the world. These three core ministries, along with RBC's Global Missions ministry, are the primary means for ensuring that the church stays on its mission by fulfilling the Great Commission (Matthew 28:18-20), under the direction of Jesus Christ.

The Director of Facilities plays a critical role in the RBC mission by supporting and supervising all areas of building maintenance and custodial care.

Position Overview

The Director of Facilities oversees custodial care, maintenance, multimedia systems, all mechanical systems, and event set-ups. The Facilities Director must live a life of integrity and regularly attend RBC church services. You will grow spiritually and professionally in specific areas while being a part of the Reston Bible Church team. The use of technical skills from previous experience will prove to be an invaluable asset to this ministry. This position is a key team player. This role requires focus on the following areas:

1. Working directly with office staff for set up of church events and building operations.
2. Regularly inspecting the church premises for areas of need or concern and taking appropriate action(s).
3. Assisting in the coordination of church workdays and other building projects done with volunteers.

Key Duties

This role will require the selected candidate to:

- Support the ministry goals of Reston Bible Church through the application of expertise primarily in areas including the custodial care and maintenance, building operations, and mechanical systems.
- Regularly inspect the church premises for areas of need or concern and take necessary steps for correction.
- When necessary, contact applicable outside vendors to facilitate repairs and negotiate contracts to ensure competitive and fair pricing.

- Review all outside vendor invoices to ensure satisfactory completion and report to office.
- Respond to office and ministry service and maintenance requests.
- Supervise other building employees to ensure proper set up and tear down for church events, which will include some evenings and weekend hours and, when needed, more than 40 hours a week.
- Coordinate the maintenance of the plumbing, electrical, and mechanical systems, including minor repairs and coordination of volunteers or vendors for major repairs or replacements.
- Ensure compliance and implementation of policies put in place by leadership.
- Oversee maintenance and safety inspection of church-owned vehicles.
- Organize and retain maintenance records for the building, contacts of outside vendors, and annual/seasonal maintenance checklists.
- Monitor and approve building and resource usage through the RBC official calendar.
- Develop and recommend a plan to repair and/or replace needed items around the church.
- Forecasting for long-term assets (carpets, roof, parking lot, etc.)
- Discuss best ways to utilize church volunteers to accomplish needed improvements.
- Develop, oversee, and lead the church Safety/Security team in coordination with Host Team.
- Create and adhere to a monthly/annual budget.

Additional Responsibilities

- In addition to the above, from time to time, there may be additional areas of supervision for which this position is responsible as assigned by the Executive Pastor.
- On average, this position will annually require 8 Friday nights or Saturdays for sanctuary resets.

Minimum Requirements

Qualified candidates must meet the following requirements:

- Demonstrate a heart for the Lord and for His people.
- Ideally have at least 10 years of experience in business, industry, or ministry (but lesser experience will be considered.)
- Demonstrate strong verbal and written communication skills.
- Character strengths must include initiative (recognizing and doing what needs to be done before being asked to do it), orderliness (arranging surroundings to achieve greater efficiency) and responsibility (knowing and doing what is expected.)
- Have a reputation for a servant's heart.
- Have the ability to see the "big picture," not just the task at hand.
- Have the ability to interact with congregants, contractors and church staff in a direct, kind and patient manner.

Knowledge, Skill and Abilities

- General knowledge of building maintenance; general carpentry, painting, plumbing, electrical, audio systems, landscaping, and/ or custodial skills or experience.
- Able to sufficiently lift cases and equipment weighing up to 50 lbs.
- Able to stand for extended periods, climb stairs, bend and stretch.
- Proficient in Microsoft Word and Excel.

Supervision

This position reports directly to the Executive Pastor.

Interested candidates should submit a resume, references, and a statement of interest in the position to brucecampbell@restonbible.org and jonmitchell@restonbible.org