



St. John's
Episcopal Church

Director of Facilities

Job Description

ABOUT OUR PARISH:

St. John's is a congregation of about 1,500 members worshipping in the mother church of the Diocese of Florida. Our parish was founded as a mission church in 1829. St. John's current sanctuary, built in 1881, is listed on the National Register of Historic Places and stands in downtown Tallahassee, just a few blocks from Florida State University and the state Capitol.

St. John's is an energetic, thriving church with growing membership. We value excellent liturgy for parishioners of all ages; we love music and make it part of weekly worship and fellowship programs; we are seriously committed to outreach; and we constantly work to invite, encourage, and welcome others to join us.

POSITION OVERVIEW:

St. Johns is a combination of historic and modern buildings and facilities. The Facilities Director is responsible to act with great care as the steward of facilities and campus working to preserve the historic building envelope while maintaining the contemporary infrastructure, like HVAC and plumbing. This position should be able to identify and convey to all contractors and/or subcontractors the delicate nature of materials and what can and can not be done that may alter, deteriorate, or damage existing facades, statuary, and accoutrements. As a member of the Senior Leadership Team, this position also serves as supervisor of the staff who serve as Sextons (custodial staff) and in our Lively Cafe as well. They will serve as the overseer and procurement agent for all the facility's equipment and supplies. The director will also coordinate and communicate with our contractor for Information Technology. The Director should be a natural problem solver and to be able to maintain excellent working relationships with contractors, ministry volunteers, and staff.



St. John's Episcopal Church

ESSENTIAL RESPONSIBILITIES OF THE JOB:

The Facilities Director manages the budget, contractors, staff, and volunteers who maintain the grounds and housekeeping of the entire campus and cemetery.

This person manages all projects and budgets related to any renovations, repairs or annual maintenance, supplies, and technology related to the St. John's facilities.

The position is responsible for identifying maintenance issues and will solve, source, and/or schedule the repair of all physical and mechanical aspects of the building.

The Facilities Director will recognize and resolve health and safety issues from tripping hazards to electrical issues. They are also responsible for creating and maintaining a safe and healthy workplace with disaster preparedness and relief plans in place, as well as ensuring operations of the campus' ongoing security measures.

COMPETENCIES AND QUALIFICATIONS:

Knowledge of the concept, principles, and practices of management.

Knowledge of and ability to interpret and apply federal, state, and local laws, ordinances, rules and regulations.

Ability to communicate effectively orally and in writing.

Ability to establish and maintain effective working relationships.

Ability to prioritize, organize, and perform multiple work assignments simultaneously.

Ability to maintain confidentiality and discretion.

Ability to work independently and collaboratively

Ability to utilize computer equipment and software to perform duties (Microsoft Office)

Ability to plan, assign, and supervise work of others.

Required Level of Education

Combination of post high school education and experience equal to four years or Bachelor's degree and two year's experience.

Working Conditions/Physical Requirements

Position requires flexibility in hours available for work, including some evenings and weekends including Christmas Eve, Holy Week, Easter and other high holy days.. Position requires bending, lifting, walking, and turning.

Tests/Examinations

Background check and safeguarding education as required by the Episcopal Diocese of Florida.