



SAINT • PAUL'S

EPISCOPAL CHURCH

FACILITIES DIRECTOR

AUGUST 2024

POSITION OVERVIEW

The Facilities Director at Saint Paul's Episcopal Church will oversee and implement maintenance schedules and facilities management for the entire property. The Facilities Director reports solely and directly to the Rector of Saint Paul's. Hiring for this position is contingent on satisfactory completion of a background check and certification in the Diocese of Texas's Safe Church Program (both Safeguarding God's Children and Safeguarding God's People).

RESPONSIBILITIES

- ◆ Oversee and work with sexton(s) to ensure building security, repairs, regularly scheduled campus maintenance (pest control, IT, HVAC, plumbing, etc.), and regular cleaning
- ◆ Liaison for contractors
- ◆ Communicate any construction and maintenance project needs and updates to Rector and Junior Warden
- ◆ Hire and oversee sexton(s) in coordination with Rector
- ◆ Create and maintain timetable of maintenance and campus improvements
- ◆ Oversee and participate in regularly scheduled upkeep, including grounds in coordination with vendors
- ◆ Repair and replacement of parts and supplies between contractor visits
- ◆ Maintain facility records, including inspections and other pertinent documentation
- ◆ Abide by all policies and procedures implemented by the Rector and Vestry of the church
- ◆ Ensure proper set up and take down for all church events
- ◆ Ensure proper coverage for evening and weekend events
- ◆ Attend weekly staff meeting
- ◆ Weekly meetings with the school facility team to discuss and plan for issues directly related to school-use-spaces
- ◆ Nights and weekends required on emergency basis or for major planned events
- ◆ Other duties as assigned



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E P I S C O P A L C H U R C H

QUALIFICATIONS

- ◆ Bachelor's degree
- ◆ Experience in facilities management and staff management
- ◆ Punctual, professional, self-starter
- ◆ Strong interpersonal and written and oral communications skills
- ◆ Able to maintain confidentiality
- ◆ Responsive to communication in a timely manner
- ◆ Problem solver
- ◆ Collaborative spirit; church employees often work in team environments and share duties for cross-disciplinary projects and events
- ◆ Organized: effectively manages time, organizes files both paper and electronic, keeps track of all on-going projects and deadlines
- ◆ Computer skills: proficient in Microsoft Office suite (Word, Powerpoint, Excel, Outlook email and calendar); willing to learn church software and other programs as necessary
- ◆ Personal behavior: Our employees are expected to seek and follow the example and teachings of Christ in their personal conduct
- ◆ Membership in a Christian church is expected.

*Employment is conditional on completion of satisfactory background check.
Safe Church certification must be completed within 30 days of hire.*

Applicants should send resume, cover letter, and three references to:

Saint Paul's Episcopal Church
Attn: The Rev. Samantha R. E. Smith
601 Columbus Avenue
Waco, TX 76701

or: samantha@saintpaulswaco.org
Telephone: (254) 753-4501

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