

**DIRECTOR OF PLANT OPERATIONS  
EASTMINSTER PRESBYTERIAN  
PERFORMANCE EXPECTATIONS**

**I. Position Description**

Assigned to an exempt position in a director role.

**II. Principal Function**

Responsible for overseeing the consistent upkeep of all church buildings and grounds.

**III. Relationships**

A. Internal

1. Reports directly to the Business Manager.
2. Relates closely to the Director of Information Technology when providing for A/V installation, maintenance and requests.
3. Relates with staff in set up and arrangement of classrooms and worship spaces
4. Relates to staff in attending weekly staff meetings.
5. Relates to the Property Committee of the church.
6. Relates to the Lawn Care Team
7. Supervises the maintenance technicians and housekeeper.

B. External

1. Relates to vendors for maintenance and repair of all plant equipment.
2. Relates to third-party inspectors for fire systems, elevators, HVAC systems, and plumbing systems.

**IV. Responsibilities**

- A. Is responsible for the physical property of the church with authority to carry out instructions as outlined.
- B. Oversees and insures the daily cleaning, set-up and breakdown of rooms, replenishment of supplies, and securing of facilities and equipment to accommodate ongoing church program.
- C. Maintains the overall appearance, cleanliness, safety, practical workings of all buildings, interior and exterior, as well as air conditioning and heating systems, lighting and sound systems.
- D. Acts as primary caretaker for the upkeep of the church grounds (lawn, shrubs, trees, beds, and sprinkler system, sidewalks and parking areas) to include the purchase and maintenance of equipment to perform these tasks.
- E. Trains and supervises full-time maintenance technicians and other part-time or temporary staff as necessary, including scheduling weekend duties to insure a minimum of overtime.
- F. Assists in the budgeting process for the Property Ministry of the church. Requests will be made annually and budget will be monitored monthly. Cost reduction ideas and recommendations will be expected from the Manager, therefore, careful planning is required.

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## STURM

- G. Secures bids for larger maintenance and repair projects, writing specifications when necessary.
- H. Schedules all third-party inspections on fire systems, elevators, HVAC systems, water back-flow preventers.
- I. Monitors computerized HVAC controls, adjusting settings when necessary.
- J. Other duties as assigned by supervisor.

### V. Characteristics

- A. Is a believer in the Lord Jesus Christ and committed to serve Him through ministry.
- B. Demonstrates proficiency in commercial building maintenance (including plumbing, electrical, heating and air conditioning).
- C. Demonstrates leadership and management skills.
- D. Possesses a good working knowledge of budgeting processes as well as purchasing and bidding procedures
- E. Has a college degree or and/or at least five years supervisory experience in a related field.
- F. Demonstrates a high degree of maturity and the ability to prioritize a heavy, varied workload.
- G. Is highly organized and self-directed, requiring little supervision.
- H. Is able to relate well to people both in person and by phone.
- I. Is able to meet the physical demands of the job including lifting, climbing, and operating machinery
- J. While performing the duties of this job the employee is:
  - 1. frequently required to stand, walk, sit, bend, stoop, kneel, talk, hear, drive and ride.
  - 2. frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 40 pounds.
  - 3. required to use hands and fingers to feel, handle or operate objects, tools or controls; and to reach with hands and arms.
  - 4. required to have vision abilities that include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
  - 5. able to use reasoning ability to apply commonsense understanding to carry out written and oral instructions and has the ability to deal with problems in a variety of situations.

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August 1, 2014