

**First Presbyterian Church
Franklin, Tennessee
Director of Operations
Job Description**

Purpose: To serve as Chief Operating Officer of the church by (1) overseeing management of the church buildings & grounds and property policies, and (2) managing the office administrative staff.

Responsibilities:

A. Physical Plant

1. Oversee all maintenance of the facilities (building and grounds)
 - a. Manage vendor relationships related to facility management
 - b. Calendar and manage facility use by outside organizations
 - c. Coordinate all inspections
 - d. Maintain all storage areas
 - e. Oversee elevator maintenance
 - f. Oversee playground maintenance
 - g. Oversee the purchase or lease of office supplies, maintenance and other equipment, and furniture/fixtures for the church and maintenance of the church bus as authorized by the Session/Facility Management Committee
 - h. Manage bus schedule and bus drivers
 - i. Manage Memorial Garden interment procedures
 - j. Manage HVAC room control system
 - k. Maintain audio-visual system and set up/break down for church events, including educating church staff on use of equipment
 - l. Coordinate with volunteers that Sanctuary is set up for services
 - m. Conduct daily walk through of facilities and grounds
2. Supervise all Maintenance/Custodial and Administrative staff
 - a. Coordinate set up and tear down of all church events
 - b. Oversee the work of the custodial staff/cleaning company for regular cleaning scheduling. Order all supplies needed for cleaning, including kitchen and bathrooms
 - c. Serve as direct supervisor of administrative staff (Bookkeeper, Sexton/Custodian, Receptionist/ Administrative Assistant, Director of Communications)
3. Serve as Staff Representative to Session/Facility Management Committee for analysis and support with their responsibilities.
 - a. Attend monthly Facility Management Committee meetings and present report
 - b. Report to monthly Session meetings and attend as needed
 - c. Review policies regularly and recommend policies and policy changes to Facility Management and Session
4. Oversee Risk Management issues
 - a. Reviews church insurance coverage annually and make report/recommendations to Facility Management and Session
 - b. Manage church fire and safety program

- c. Oversee the maintenance and use (for staff) of the security and fire system of the church
 - d. Coordinate with local police and fire departments
 - e. Manage searches of security camera system recordings as needed
 - f. Maintain defibrillators (monthly)
 - g. Check phone in elevator (monthly)
 - h. Make sure insurance card is in bus (annually)
5. Coordinate with contractors and suppliers on on-site projects

B. Miscellaneous Responsibilities

- 1. Fulfill other duties as directed by the Head of Staff.
- 2. Support the Fellowship Committee with related equipment ordering
- 3. Serve as point of contact for wedding and funeral requests and vendors
- 4. Coordinate with volunteers the drapes for Courtyard Cross

C. Develop and Maintain Strong Professional Relationships

- 1. With the Pastor/Head of Staff as the immediate supervisor
- 2. With the church staff as a member of that group
- 3. With the Session/Facility Management Committee for support with building maintenance and repair activities

Position Requirements:

- 1. Commensurate educational experience
- 2. Commitment to a full-time, exempt-salaried position
- 3. Ability to meet outside normal working hours at times with staff, boards, and committees
- 4. Experience in facility management
- 5. Capability and/or experience with Microsoft Word, and data management software
- 6. Excellent verbal and written communication skills; excellent organizational skills
- 7. Friendly and approachable demeanor for working with many different people
- 8. Flexibility and willingness to handle new and changing needs of the church
- 9. A desire to help people and resolve problems
- 10. Not a member of the congregation of First Presbyterian or immediately related to a member

Physical Demands

- 1. The individual in this position must possess physical and sensory ability necessary to perform all essential job functions and responsibilities safely and successfully. This includes but is not limited to:
 - a. The ability to climb steps as well as to bend, pull, and push
 - b. The ability to move and carry objects
 - c. The ability to carry and lift items weighing up to 35 pounds

Accountability:

- 1. This position is accountable to the Session through the Head of Staff.

2. Annual performance evaluations will be conducted, coordinated by the Administration Committee and Facility Management Committee.

Compensation:

This position is paid at a rate determined by the Session and is reviewed annually. Benefits are provided as outlined in the First Presbyterian Employee Manual.

Interested individuals may send their resume to Jerry Houston (jerrybhouston@gmail.com) to apply for this position.