



Director of Facilities & Operations

The Director of Facilities & Operations helps to ensure that the Haywood Street Campus is a safe and welcoming place for all. This includes tending to the care and maintenance of the building and supporting the involvement of individuals and groups who wish to participate with this effort. It also includes helping to address safety concerns and big-picture challenges that compromise success of the core programs. A key member of the management team, this person assists with problem solving and helps develop systems to enable all Haywood Street ministry areas flourish.

Direct Supervisor: Executive Director

Duties and Responsibilities:

- Help ensure that all staff have the tools, resources and space they need to perform well in their roles.
- Coordinate needed major repairs (obtain quotes; follow up and schedule; meet repairmen when they arrive).
- Coordinate routine maintenance (semi-annual HVAC maintenance, annual backflow test, annual fire inspection, etc.).
- Manage the maintenance budget.
- Meet weekly with program staff to listen to identified problems and help develop solutions.
- Serve as staff liaison to the Haywood Street Property & Safety Committee; and Central UMC Property Committee.
- Lead the response to identified safety concerns.
- Establish priorities for campus and facility enhancements.
- Keep a task list of small projects that can be done by individuals or groups desiring to participate in the campus caretaking effort.
- Perform minor repairs and/or enlist companions to complete minor repairs.
- Manage the keys and serve as a liaison with groups needing access to the building.
- Manage the locking up process on designated days.
- Walk the campus routinely to check thermostats, close windows, turn off lights, spot problems or potential problems.
- Help keep the campus free from clutter.
- Attend weekly staff meetings.
- Perform other duties as assigned.

Desired Skills and Qualifications:

- Bachelor or Associate Degree
- Ability to work within a diverse community and appreciate different perspectives
- Good problem solving skills
- Supervisory experience
- Ability to bring order to chaos