

**First Presbyterian Church of Berkeley**  
**\*Director of Facilities & Safety**  
Reports to Executive Director for Operations  
Exempt, Full Time

**JOB SUMMARY** *(Briefly describe what the position was created to accomplish.)*

Provide excellent management of the First Pres campus to support ministries and guests: maintain multiple buildings and equipment; ensure campus safety and security; manage room usage for ministries and generate/manage facilities rental income; and oversee IT systems and support. The Facilities Director works in partnership with church staff and lay people, vendors and suppliers, and people/groups that rent facilities for our 163,000 square foot campus with five buildings.

**MAJOR RESPONSIBILITIES/ACTIVITIES** *(List in order of importance the essential functions of the job and describe what must be accomplished, not how it must be done; include supervision or management responsibilities, quality, and quantity standards)*

**Facilities and Equipment**

- Oversee building and grounds maintenance including HVAC, lighting, and security systems; custodial staff and contract employees for good work practices; maintenance/repair work; cleaning supplies purchases; landscape maintenance vendor; etc.
- Oversee facilities-related expenses including utilities; property, casualty, and liability insurance coverage (renewals, claims, losses); and property tax.
- Develop and manage vendor relationships for cost effectiveness and responsiveness. Maintain official First Pres vendor list for repair and maintenance work. Research new vendors as needed.
- Direct capital projects as needed, in collaboration with Facilities Committee, including developing scope of work, selecting quality contractors, soliciting bids, scheduling work with operations and contractors, project supervision, and holding contractors accountable.
- Manage First Pres parking including vendor relationship, parking needs in light of UC Berkeley sporting event needs, outside contact management with UC Berkeley and the City of Berkeley, and related communications. Administer registration for First Pres parking stickers.
- Handle equipment and furniture purchase, maintenance, and repair.
- Oversee reception desk to welcome congregants and guests.
- Assign and maintain storage spaces on site, implement storage and archive database.
- Manage 2:42 House intern/student housing including building, systems, and janitorial. As needed, handle room rental if vacancies and interface with the City of Berkeley Housing Board.

### **Campus Safety and Security**

- Oversee security on campus, including campus/buildings access, security provider, locks, keys, video surveillance, alarm, and card systems. Security on-call point of contact. Fire Department contact for fire and safety inspections.
- Develop and oversee emergency preparedness plans for staff, campus, and ministries.
- Regularly train staff and relevant lay leaders (e.g., Sunday Safety and Welcome teams).
- Lead staff Campus Response Group to review, assess, and respond to campus safety and security issues and improve emergency preparedness.

### **Room Usage Management**

- Oversee room reservation system for internal and external use, and manage scheduling conflicts for conferences, memorials, and classes.
- Manage Hospitality Coordinator to generate room rental income from external community groups and manage internal/church requests, including managing relationships and facility use support.
- Track facilities rental payments via church applications (e.g., FMX, Shelby, etc).

### **Information Technology**

- Manage campus IT systems to support campus needs including the wired/wireless network, network servers, and printers/copiers.
- Manage IT consultant relationships to support staff to purchase and maintain desktop and laptop computers, accessories/equipment, software/web-based applications, and other technology-related issues.
- Maintain and support telephone systems with cost effectiveness and high efficiency.

### **Administration**

- Develop and manage annual operating budget for cost effectiveness and savings.
- Manage financials for invoices, check requests, deposits, reimbursement requests, etc.
- Keep files for equipment, buildings, and maintenance agreements organized and current. Maintain updated building maps.
- Primary staff liaison to First Pres Facilities Department meetings.

### **MINIMUM REQUIREMENTS**

- Bachelor's Degree. 5–10 years of experience in facilities management, preferably church facilities, commercial real estate, and/or property management.
- Service orientation with a passion to facilitate hospitality for ministries and all guests on campus. Ability to work with and relate to the diverse First Pres community.
- Strong communication skills – both verbally and in writing. Able to be effective with staff, congregants, vendors/suppliers, and a wide range of visitors on campus.
- Self-directed in work with demonstrated ability to manage multiple priorities, projects, and competing deadlines.
- Effective administrator to manage building maintenance and construction projects.
- Knowledge and experience with HVAC, electrical, plumbing, and related building systems.
- Knowledge and experience with emergency preparedness.
- Knowledge and experience with IT and telephone systems.

- Ability to maintain confidentiality in a sensitive and professional manner.
- Able to create/maintain spreadsheets to analyze/interpret financial data for projects/budgets.
- Willingness to recruit, equip, motivate, and work with lay leaders as needed.
- Proficient knowledge of software programs and web-based applications, which include: Microsoft Office 365 (Outlook, Word, Excel, PowerPoint), Google Drive and Docs, and familiarity with use of database programs such as church/financial management systems. Willing and able to learn new programs and applications as needed.

**SCHEDULE** This position is full-time with the expectation of working on Sundays and weekends as needed. Exact schedule of workdays and days off to be coordinated with the supervisor.

Send cover letter and resume to Sharon Gowdy, Executive & HR Coordinator:  
sharong@fpcberkeley.org

*Note: Nothing in this job description restricts the right of the leadership of First Presbyterian Church to assign or reassign duties and responsibilities to this job at any time.*

*First Presbyterian Church of Berkeley encourages individuals from traditionally underrepresented communities to apply. According to the value of unity in diversity found in our faith tradition, we are committed to providing equal employment opportunities to all job applicants and do not discriminate on the basis of race, ethnicity, color, national origin, gender, age, marital status, sexual orientation, gender identity or expression, disability, military or veteran status, or any other characteristic protected by federal, state, and local laws.*

\* Updated July 2023