

## **Director of Facilities**

The Director of Facilities will report to the Rector of St. Alban's Church.

### **Job Overview:**

The Director of Facilities cares for the physical plant and grounds of St. Alban's Church, as part of a team of clergy and lay staff who serve the people of St. Alban's in the name of Christ. Our campus is comprised of a large, 19<sup>th</sup> century church building, a complex of multi-purpose buildings comprising 30 + rooms, a thrift shop and a single-family residence, all located on the grounds of the National Cathedral.

### **Responsibilities and Duties:**

- Maintain oversight of all aspects of physical plant: water, HVAC, electrical, telephony, security and access control systems, and IT.
- Supervise contracted workers to ensure that all spaces are prepared for worship and hospitality.
- Track interior and exterior facilities maintenance, walk the campus daily, elicit maintenance RFPs and manage maintenance contractors.
- Manage a budget, coordinate with the budget committee, and purchase supplies.
- Maintain oversight of the columbarium: coordinate with families and oversee engraving.
- Maintain oversight of grounds: interact with the property committee, garden guild and the All Souls' Guild.
- Coordinate with Opshop Thrift Store manager and supervising clergy to actively identify and track Opshop maintenance issues.
- Coordinate with Cathedral Administrative Staff, Cathedral Foundation Police and other Cathedral Close entities (St. Alban's School, NCS, Beauvoir, Diocesan House and PECF).
- Work closely with the Junior Warden.
- Be willing to serve as the face of Christ to others, join in staff Bible studies, prayer and spiritual retreats.

### **Qualifications:**

- Clear communicator
- Entrepreneurial self-starter
- Strong customer service orientation
- Basic knowledge of physical plant maintenance and mechanical systems
- Willingness to love others in the name of Christ

### **Experience:**

- Minimum of 5 years overseeing a physical plant

**Education:**

- Bachelor's degree preferred
- Knowledge of Spanish helpful