



Director of Facilities Job Description

Christ's Haven for Children provides a warm, loving, Christian environment in which children in need of basic care can grow physically, emotionally, and spiritually. Our ultimate goal is to provide love and support to families in need. Our trauma-informed, family based model of care allows for our children and teens to be confident as they heal from past trauma and envision a bright future.

The Director of Facilities (DF) serves the children placed at Christ's Haven by performing the following duties identified below. The DF will oversee all buildings, grounds, and vehicle maintenance on the campus of CH. The DF is responsible to ensure that all buildings, the campus and the vehicles are safe, up to any regulator codes and fully operational. The DF is responsible to manage contractors, third party vendors, and other facilities' staff members.

Since the DF is a part of the leadership team, it is important that he/she

1. Supports the mission, vision and philosophy of CH.
2. Complies willingly with all organizational policies and procedures.
3. Supports and facilitates positive interaction with others by exhibiting individual maturity, respect for others, practices a team-centered approach, protects, confidential information, does not participate in gossip about other staff or children in care and appreciates a multicultural workplace.
4. Practices Emotional Intelligence in his/her relationships to all staff, children, contractors, volunteers, vendors and any visitors to campus.
5. Christ's Haven has been certified by The Sanctuary Institute. All employees are required to be active participants in this process of trauma informed care. In house training will be provided. All employees are required to adhere to the seven commitments of the Sanctuary model
 - Nonviolence- Being safe outside, inside, with others, and to do the right thing. Working to promote physical, moral, psychological and emotional safety for all staff and children.
 - Emotional Intelligence- Managing your feelings so that we don't hurt others.
 - Social Learning- Respecting and sharing ideas of the team.
 - Democracy-shared decision making.
 - Open Communication- saying what you mean but not being mean when you say it.
 - Social Responsibility – together we accomplish more, everyone makes a contribution to the CH culture.
 - Growth and Change- Creating hope for our clients and ourselves.



Duties and Responsibilities

1. Planning building and vehicle maintenance
2. Repairing any issues with any building or vehicle on campus or when necessary hiring contractors or vendors to make necessary repairs
3. Managing vendor contracts
4. Training all employees and children in appropriate safety measures while on campus
5. Preparing a monthly report for the Executive Director and Board that summarizes the months' activities
6. Administrating and tracking activities on Worxhub
7. Ensuring efficiency in all building systems
8. Working with the Controller on the annual budget and then managing the facilities according to that budget
9. Ensuring that the facilities meet all Minimum Standards governing GROs in the state of Texas as well as applicable local code requirements
10. Preparing cost estimates for maintenance and repair projects
11. Working closely with houseparents to ensure all cottages and their appliances and systems are in good shape and working order
12. Managing the maintenance of the grounds including mowing the grass, managing weeds and ensuring that the campus is appealing in appearance
13. Assisting with campus projects in collaboration with the Volunteer Coordinator, including 2 annual Work Days, corporate and church volunteer projects, the Open House, the Golf Tournament, and the Fashion Show.
14. Setting up, cleaning up and tearing down for all CH events and meetings
15. Managing facility rentals
16. Ensuring that all safety and otherwise required facilities related and vehicle inspections are met and passed on time.
17. Acquiring the appropriate pool management certificate
18. Working with staff to ensure that each department's facilities needs are met
19. Training and managing facilities staff
20. Other duties as assigned by the Executive Director

Requirements

1. A minimum of a high school diploma is required. A bachelor's degree is a plus.
2. Facilities management certification is a plus
3. The ability to physically stand, bend, squat and lift up to 50 pounds
4. Computer skills including Microsoft Office Suite, emailing, and internet search is a must
5. Commitment to learning and following The Sanctuary Model is a condition of employment. CH will provide the appropriate training
6. Must pass a drug screen, TB test and two criminal background checks
7. Must work well with others and be a team player
8. Previous experience in maintenance, facilities management or related field preferred



9. The DF reports to the Executive Director
10. Strict adherence to CH policies and procedures
11. Living on campus is a condition of employment
12. Self-directed and motivated
13. Due to the sensitive nature of the organization's work, the DF must be able to maintain confidentiality regarding children living on campus and he/she must exercise emotional intelligence in their relationships to all children and staff.

Christ's
HAVEN
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