

## Riverview Facilities Director

Primary Area of Focus - Riverview Facilities

Updated - 04/08/2025

Employee Name -

### Rules of Engagement

- Reports to Josh Nunn
- Meets regularly with their supervisor to ensure alignment of cleaning, maintenance, facility projects, and property issues
- Focus on leading and equipping facility team and volunteers, but able to step in where necessary to get things done

ROLES.	RESULTS. What does success look like?	RESPONSIBILITIES. What actions produce results?
<b>1. Facility Manager</b>	<ul style="list-style-type: none"> <li>• Facilities are clean, safe, and ready for ministry use on a weekly basis</li> <li>• Facilities and grounds are hospitable and maintain an attractive curb appeal</li> <li>• Maintenance needs are appropriately prioritized and quickly addressed</li> <li>• Preventative maintenance is tracked and completed as appropriate</li> <li>• All building and ground assets are maintained, monitored, and replaced within their intended lifecycle</li> <li>• Staff have clear expectations and are well equipped for their roles</li> <li>• Consumables are inventoried, tracked, and restocked in a timely manner</li> <li>• All scheduled events are consistently reflected on internal calendars, HVAC is scheduled, staff is informed</li> <li>• Facility expenses are tracked and invoices are paid on time</li> <li>• Riverview is represented well with vendors</li> <li>• Supervisor, venue directors, and pastors are promptly informed of facility related issues that may impact usage of any grounds or building spaces</li> </ul>	<ul style="list-style-type: none"> <li>• Hire, onboard, and provide staff with clear instructions / expectations around cleaning, property care, and maintenance</li> <li>• Create and maintain maintenance schedules, assess maintenance requests, prioritize and assign to appropriate staff and vendors</li> <li>• Create and maintain equipment inventory</li> <li>• Conduct weekly or bi-weekly 1:1's with all facility staff members</li> <li>• Maintain inventory and regularly order supplies (coffee, cleaning products, office furniture, etc.)</li> <li>• Semi-weekly processing of event requests</li> <li>• Complete monthly expense reports and promptly submit invoices for payment</li> <li>• Maintain professional interaction with vendors (lawn care, HVAC, parking lot repair, snow removal, etc.) including receiving bids, scheduling, etc.</li> <li>• Maintain consistent and clear communication via slack, email, and phone calls</li> </ul>
<b>2. Project Manager</b>	<ul style="list-style-type: none"> <li>• Capital improvements and maintenance projects are well planned, communicated, and executed</li> <li>• Staff team, vendors, and volunteers have clear instruction of the scope and scale of their work</li> <li>• Projects are completed on time and on budget</li> </ul>	<ul style="list-style-type: none"> <li>• Assist and develop scope for each project</li> <li>• Determine all stakeholders and provide clear direction/communication throughout the project</li> <li>• Regularly assess timeline and costs for ongoing projects, communicate any changes to supervisor immediately</li> </ul>
<b>3. Special Event Facility Lead</b>	<ul style="list-style-type: none"> <li>• Special ministry events have the additional support they need for space, cleaning, supplies, and other facility related matters</li> </ul>	<ul style="list-style-type: none"> <li>• Meet with ministry leaders and supervisor to discuss events and responsibilities as needed</li> </ul>

# RIVERVIEW CHURCH MINISTRY ACTION PLAN

GOALS (Specific/Measurable/Achievable/Relevant/Time-bound)