

Pacific Coast Church

Job Title: Facilities Director

Contact Info: Jeramy Clark (949) 940-2600, jeramy@pccsc.org

Description

The Facilities Director shall be responsible for the staffing, oversight, direction, and maintenance of PCC's Frontera campus. The Facilities Director shall be directly accountable to and work under the supervision of the Senior Associate Pastor.

Responsibilities

Provide all oversight and necessary building repairs and maintenance for PCC's Frontera campus. Oversee staff responsible for campus facility/church office cleaning and setup/teardown for ministry events. This is a part-time position not to exceed 20-25 hrs. per week.

Requirements

- General understanding of the construction trades.
- Able to conduct minor repairs (painting, drywall, carpentry, electrical, etc.)
- Facilities management experience.
- Managing building contracts for outside vendors/sub-contractors.
- Experience managing paid staff and volunteers.
- People skills: Training/Leading/Interacting with Ministry Leaders.

Compensation & Benefits

\$30 per hour 20-25 hours a week

Hours

Sundays are required with flexibility throughout the week