

ANONA UNITED METHODIST CHURCH

Director of Facilities and Campus Safety

Full-time • Salaried • Starting salary of \$55,000 or higher, based on qualifications and experience

A hands-on working manager who keeps Anona's campus safe, reliable, welcoming, and ready for ministry.

The Opportunity

Anona United Methodist Church is seeking a dependable, service-minded Director of Facilities and Campus Safety to lead the daily care and long-term stewardship of our buildings, grounds, vehicles, and related systems. The campus includes the Anona Child Development Center (ACDC) preschool and aftercare program.

This is a working-manager role: the Director provides hands-on support and first-line troubleshooting while supervising facilities staff, coordinating contractors, strengthening preventive maintenance and campus safety, and ensuring that work is completed to clear standards.

Key Responsibilities

- Inspect and maintain buildings, grounds, equipment, vehicles, and related systems; perform appropriate routine repairs and engage qualified contractors when specialized work is required.
- Develop and manage preventive-maintenance schedules, work orders, inventories, warranties, manuals, inspection records, and maintenance history.
- Supervise, train, schedule, and evaluate assigned maintenance, custodial, setup, grounds, contracted, and volunteer personnel; establish standards and verify completion.
- Coordinate contractors and vendors, monitor applicable operating budgets and purchasing needs, and support church staff with practical facilities planning.
- Monitor building conditions and recommend capital repairs and replacements. Maintain facilities data and coordinate updates to the church's 30-year reserve study.
- Support the Trustees' annual insurance reviews by providing current facilities, asset, inspection, maintenance, loss-prevention, and risk documentation.
- Maintain facilities-related safety practices, access-control procedures, emergency readiness, training priorities, and incident documentation; engage emergency services or qualified professionals when needed.
- Establish facilities-team coverage for ACDC operations and Sunday morning worship, and participate in a rotating after-hours on-call schedule. The Director manages coverage and escalation but is not the sole responder.
- Set standards and provide oversight for regular and special-event setup and teardown. Routine scheduling and setup coordination are delegated to designated staff whenever practical.

What We're Looking For

Required

- Relevant experience in facilities, maintenance, building operations, property management, or a comparable field; equivalent education, training, and experience may be considered.
- Experience supervising staff and/or directing contractors, vendors, or volunteers.
- Sound judgment, strong organization and communication skills, and the ability to prioritize planned work and urgent needs.

- Basic computer proficiency, including the ability to use work-order, scheduling, purchasing, and related church systems.
- Commitment to supporting the mission, vision, and culture of Anona UMC.

Preferred

- Hands-on maintenance and troubleshooting ability.
- Trade, facilities-management, OSHA/safety, emergency-management, CPR/AED, or related training or certification.
- Experience with churches, schools, campuses, community facilities, or other public-assembly buildings.
- Experience with life-safety systems, security, emergency preparedness, or incident response. Firefighting, emergency medical, nursing, law-enforcement, or military experience is valued but not required.

Schedule and Working Conditions

- Regular on-site presence within an established salaried schedule. Facilities-team coverage includes ACDC operating periods and Sunday morning worship.
- Participation in a rotating schedule for evenings, weekends, holidays, and urgent after-hours response as operational needs require.
- Ability to move throughout buildings and grounds, work indoors and outdoors, use stairs and ladders, access mechanical and storage areas, and safely lift, carry, push, or pull items consistent with the role's essential functions.

Compensation and Benefits

The starting salary is expected to be \$55,000 or higher, with the final offer based on the selected candidate's qualifications and experience. The compensation package also includes an insurance stipend, continuing-education support, and pension benefits, subject to applicable plan terms and eligibility requirements.

How to Apply

Send your résumé and a brief statement of interest to jobs@anona.com.

Anona United Methodist Church is an equal opportunity employer and considers qualified applicants in accordance with applicable law.