

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Job Title: Local Missions Facilities Director

Department: Missions

Recruited By: Minister of Missions Engagement

Reports To: Minister of Missions Engagement

Location: Faith Center Spring Branch

Status: Full Time Exempt

Proposed Employment Category: IIIA

Summary of Position: The Local Missions Facilities Director oversees maintenance, care, renovation and construction for the 4 Local Missions properties (Faith Centers) operating under Houston's First Baptist Church; including overseeing location grounds, maintenance, repair work, renovation of existing facilities, construction of new facilities, facility budgets, security, and vehicle fleet (currently 5 vehicles). Candidates should have a love for Jesus and have a deep desire to care for facilities that are used for effective Great Commission ministry programming.

Purpose: To provide overall support services for the 4 Faith Center locations, and to Houston's First Baptist Church.

Duties and Responsibilities:

- Coordinates with various contractors for repairs and maintenance, including: GRACO Mechanical (HVAC), Texas Airpro (HVAC), Lakey Electrical, various plumbing contractors, various roofing contractors, landscape services (lawn and sprinkler), and all subcontractors required to maintain the facilities. Facilities total 84,000+ sq. ft. spread across 4 locations, and 14 buildings.
- Coordinate with the Local Missions Leadership Team on a weekly and monthly basis. This group includes a monthly meeting with the Minister of Missions Engagement (lead over all Faith Center locations), Faith Center Services Director, Faith Center Office Manager, Benevolence Director, Harwin Ministries Minister, Apartment Ministry Manager, Faith Center Spring Branch Pantry Manger, and Harwin Pantry Manager to ensure that all Faith Center locations are maintained, serviced, and prepared for weekly ministry programming.
- Advises and directs housekeeping services for all 4 Faith Center locations in coordination with the Local Missions housekeeping team and DTK custodial representative and DTK staff.
- Coordinate schedules with Local Missions staff to: move in/out, set-up equipment, install furniture, and order/resupply housekeeping resources.
- Fire and Security – Coordinate overall security and fire preparedness with the HFBC Director of Security (Loop Campus). This includes weekly onsite Houston Police Department police officers and special event officers, annual safety inspections related to facility fire preparedness (City of Houston) and with the contracted fire monitor service and security contractor for security cameras.
- Works with the Minister of Missions Engagement and Faith Center Directos and Managers to develop the annual operating budget and provides quarterly reviews of those expenditures. Maintain receipts and expenditures to be reconciled weekly within HFBC financial and budgeting software.
- Oversee regularly scheduled maintenance for all Local Missions vehicles (4 box trucks: 2 purchased in 2025, 1 in 1990, 1 in 1984; and 1 1985 pickup truck), and make sure vehicles remain in proper, safe working order.
- Purchase needed supplies, equipment, and tools required for maintenance and repairing the 4 Local Missions Faith Center properties.
- Attends the monthly leadership meetings, and other meetings as requested, to ensure that facility, security, parking, and maintenance requirements are understood and coordinated along all ministerial and volunteer levels.

- Define, implement, and revise facility operations policies as needed.

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.

Skills Requirements: Select all that apply

- Language skills
- Math skills
- Reasoning ability
- PC skills: Windows
- MS Office
- MS Outlook
- MS Excel
- Administration
- Service to others
- Teacher/Leader
- Good Communication skills
- Team builder
- Self-disciplined
- Servant leader
- Decision maker
- Strong work ethic
- Empathy for ministry partners
- Attention to detail

Education and/or Experience: Select all that apply

- College graduate preferred
- Administrative Experience
- Personnel Management
- Church Staff experience preferred
- Other: [Click here to enter text.](#)

Organizational Relationships: Reports to Minister of Campus Development.

Working Conditions: Select all that apply

- 40 hour work week
- Additional hours as needed
- Occasional off campus activities
- Continuing Education
- Specialized training
- Occasional travel

Prepared By: Justin Seale

Title: Minister of Missions Engagement

Date Prepared or Revised: June 22, 2026

Signature of preparer: _____

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

Employee Signature

Date

Print Name