



Position Title: **Facilities Director**

Reports to: **VP / Director of Engineering and Technical Services**

Mission Statement

Relevant Radio® - Bringing Christ to the world through the media.

Guiding Principles

- Faithful to the Magisterium and Catechism of the Catholic Church
- United to the Bishops
- Under the protective intercession of the Blessed Virgin Mary

Function Summary: The Facilities Director is responsible for construction, maintenance, and repair of Relevant Radio buildings, property, and equipment at Relevant Radio Headquarters and broadcast facilities. The position will ensure long-term structural and operational integrity of Relevant Radio operations.

Responsibilities:

- Plans and directs all functions related to the maintenance and repair of all heating, air conditioning, plumbing, electrical, lighting, network, and phone cabling systems.
- Monitors building environment to assure proper heating, air conditioning, humidity, and ventilation balance through the use of automated control systems.
- Ensures the safety of staff, employees, contractors, vendors and visitors through administration of appropriate federal, state, and local safety regulations.
- Recommends and purchases mechanical equipment and supplies.
- Establishes, maintains, and oversees a scheduled maintenance program for all equipment. Maintain records and logs of plans, equipment, and repairs.
- Reviews, recommends, and implements appropriate internal and external training programs ie. Fire Evacuation training.
- Plans, budgets, and schedules facilities modifications and inspections including cost estimates, bid sheets, layouts, and contracts for construction and build-outs.
- Develops long-range plans and capital outlay requirements and documentation for facility.
- Inspects construction and installation progress to ensure conformance to established specifications.
- Oversees the coordination of building space allocation, layout, and communication services.
- Solid understanding of the mission, programming content and audience of Relevant Radio.
- Perform other duties, as assigned.

Experience and Requirements:

- Strong interior faith life and respect for the Relevant Radio mission.
- Bachelor's degree (B. A.) from four-year College or university; or five years related experience and/or training; or equivalent combination of education and experience.
- Strong leadership skills.
- Solid interpersonal and communication skills.
- Strong planning, organizational, analytical and critical thinking skills.

- Working knowledge of computer operations including Microsoft Windows, project management/building automation software.
- Ability to speak, read, and write English.
- Ability to lift 50 pounds.
- Position may require flexible work hours.
- Valid driver's license required. Ability and willingness to travel, as needed.