



JOB POSTING: FACILITIES MANAGER

GENERAL INFORMATION

Ministry: Administration

Supervisor: Pioneer Drive Executive Pastor

Date Posted: October 20, 2025

ABOUT OUR CHURCH

Pioneer Drive Baptist Church is an ever-expanding family whose focus is on the kingdom, previewing heaven for Abilene and beyond. We live beyond the walls, contributing our time, talents, and treasure, and we nurture deep spiritual roots.

JOB SUMMARY

Pioneer Drive Baptist Church is seeking a dedicated and organized Facility Manager to oversee the daily operations of our church campus. This role is responsible for managing a team of five staff members who handle custodial services, facility maintenance, and event setups. The Facility Manager also oversees the church's fleet of vehicles, ensures timely procurement of supplies, and supports ministry operations through errands and logistical coordination.

DUTIES AND RESPONSIBILITIES

- Lead and supervise a team of facility staff
- Oversee cleaning, maintenance, and repairs across the campus
- Coordinate room setups for meetings, meals, and events
- Maintain church vehicles and schedule regular servicing
- Order supplies and manage inventory
- Run errands and support ministry logistics

MINIMUM REQUIREMENTS

- Experience in facility or custodial management
- Strong leadership and organizational skills
- Basic knowledge of building systems (HVAC, plumbing, electrical)
- Valid driver's license and ability to lift up to 50 lbs

ADDITIONAL INFORMATION

- Must be able to respect and support the mission, vision, and values of the church.
- Must maintain a lifestyle consistent with biblical principles and the church's statement of faith.
- Must pass a background check and have a clean criminal history.

HOW TO APPLY

Interested candidates are asked to submit their resume and cover letter outlining their qualifications and experience to Jeff Scott (jscott@pioneerdrive.org) with the subject line: Facilities Manager Position or by mailing to Pioneer Drive Baptist Church, Attention: Executive Pastor, 701 S. Pioneer Drive, Abilene TX 79605.