

CHRIST CHURCH AT GROVE FARM POSITION DESCRIPTION

FACILITIES MANAGER

DEFINITION

The Facilities Manager is a salaried full-time employee who oversees the maintenance and renovation of the church's 48 acres of grounds, buildings, and equipment to ensure that the environment is clean, safe, and functional.

This position will supervise the preventative, scheduled and emergency maintenance and upkeep of the buildings and property for Christ Church at Grove Farm; and will personally perform routine to mid-level maintenance and repair functions.

The Facilities Manager is also responsible for negotiating contracts and relationship management with service providers, inspecting facilities to meet safety regulations, and deciding upon and prioritizing renovations and updates.

This position is expected to contribute to the staff's team spirit through fellowship, encouragement, leadership, prayer, cooperation, and participation. Must be available to serve Sunday and special services, programs, and events as requested by supervisor.

QUALIFICATIONS

- Give testimony and life witness of... (1) being a committed believer in Jesus Christ; (2) spiritual gifts relevant to leadership of this ministry; and (3) God's affirming blessing on this ministry.
- Be in agreement with the mission, vision, and doctrinal position of Christ Church at Grove Farm and become a member of the church.
- Is a stable, mature, and growing Christian with an exemplary personal, marital, and family life (if applicable).
- Has a sound knowledge of Scripture and can apply Scriptural principles.
- High school graduate or equivalent. Bachelor's degree preferred.
- Has a continuous desire to learn in order to become a more effective leader.
- Minimum three years of experience with construction, buildings and grounds, or industrial facility maintenance.
- Minimum three years of supervisory experience and personnel management skills.
- Excellent at delegating, empowering, and following up with tasks of others.
- Ability to drive internal projects.
- Ability to oversee external projects.
- Ability to diagnose and perform routine to mid-level repairs. Certifications a plus.
- Proficient in Microsoft Office; able to understand, learn and use technology-based systems.
- Ability to multi-task, meet deadlines and maintain composure under pressure within a dynamic growth environment.
- Willingness to work extra days, evenings and weekends as needed and flexibility with assigned tasks.
- Is committed to teamwork with the Facilities team as well as church staff and lay leaders.
- Non-profit or ministry experience a plus.
- Background in construction, plumbing, electric, HVAC, and general repair a plus.

- Experience in land use and landscaping a plus.
- Ability to operate equipment a plus.
- Experience resolving after hour emergencies a plus.

RESPONSIBILITIES

- Ensure the Facilities department executes the church's mission, vision, and strategy.
- Maintain day-to-day operations of facilities.
- Grow a team of volunteers to help with facility projects.
- Designate and empower cleaning, maintenance, and readiness tasks to team members
- Create work schedules and task lists for facility team
- Coordinate logistics for events and programs
- Ensure set-up and tear down is conducted quickly and efficiently.
- Ensure an aesthetically pleasing appearance by monitoring the safety and cleanliness of interior and exterior areas of the buildings and grounds.
- Identify the aspects of the campus that need immediate attention and prioritize when they should be serviced.
- Survey property and determine priorities for improving or maintaining the safety and security of the space. Ensure proper security measures for the workplace.
- Evaluate maintenance repairs and determine whether they can be performed in-house or by outside vendor.
- Research, select, and operate a facility equipment management software program.
- Schedule routine inspections and emergency repairs with outside vendors.
- Listen to the needs of the ministries and complete their work with their comfort and convenience in mind.
- Take the initiative to resolve tasks with a strong sense of urgency
- Prepare facilities for changing weather conditions.
- Work with Senior Operations Director on budget for facilities' needs.
- Readily available in emergency situations to respond to facility issues during off hours.
- Assist the Senior Operations Director or his delegate in preparing information on major capital projects, including building renovation, remodeling, or improvement.

ADMINISTRATIVE RELATIONSHIPS

- Accountable to and supervised by the Senior Operations Director.
- Supervise and encourage the Facilities staff and volunteers.