



Christ Community Church Job Description

Job Title: Facilities Manager

FLSA Status: Part-Time, Non-Exempt

Work Days/Hours: 25 hours per week

7:30 a.m. to 12:30 p.m., Monday-Friday plus on call hours when needed

Weekend Responsibilities: This position has no regularly scheduled weekend duties and responsibilities. However, weekends may occasionally be required as assigned by the HR Director and/or the Executive Pastor.

Reports To: HR Director

MINISTRY PURPOSE: This position is responsible for overseeing the day-to-day operations of the church facilities/grounds and in supporting Christ Community Church's mission of "Helping All People Find Freedom in Following Jesus."

MINISTRY QUALIFICATIONS:

Character:

- A follower of Jesus Christ who is growing spiritually and serving as a leader within the body of Christ.
- Demonstrate a lifestyle and family life that is consistent in word and practice with the teaching of Jesus Christ. Consistently meets and strives to maintain the leadership character qualifications as outlined in 1 Timothy 3 "...above reproach, sober minded, self-controlled, respectable, hospitable, able to teach...filled with gentleness."
- Understand and embrace CCC's Mission, Vision, and Purposes for ministry in accordance with the Evangelical Free Church of America (EFCA) Statement of Faith.
- Possess an inspirational and influential personality who respects and values the resources the Lord has blessed us with and ensures the effective and efficient utilization of those resources.
- Advance CCC's culture of grace seeking unity in the essentials, charity in the nonessentials, and exalting Christ in all things.

Competency – Skills:

- Solid budgeting, building management, construction management, and mathematical skills.
- Ability to read blueprints and schematics.
- Working knowledge of HVAC, electrical, construction, carpentry, and plumbing.
- Excellent verbal, written, and interpersonal skills.
- Proficiency with Excel, Word, Gmail, Google calendar, and the operation of general office equipment.

Chemistry – Relational Abilities:

- Appreciate the God-given personalities and spiritual giftedness of others exercising both a spirit of discernment and deference.
- Understand the unique discipleship and logistical needs of a growing church community.
- Exceptional degree of discernment, judgement, critical thinking, and problem solving as well as the ability to maintain the highest degree of confidentiality.
- Resolve relational and professional conflicts quickly extending and receiving forgiveness.
- Confidence in making difficult decisions while realizing that people are more important than programs.

Job Responsibilities:

- Work with staff and volunteers for the set-up/tear down of church events and functions.
- Develop best practices to effectively utilize church volunteers to accomplish the daily, weekly, and monthly tasks and projects.
- Inspect the church premises on a regular basis and address any needs or concerns in a thorough and timely manner.

- Develop and oversee a team of volunteers to serve in maintaining the facilities and grounds of the church.
- Maintain the facilities and grounds in an attractive, safe, and hazard-free manner.
- Develop and manage maintenance schedules for facilities, equipment, and grounds.
- Schedule, assist, and oversee the coordination of the daily operational needs of the church by working with various ministry areas, volunteers, and contracted professionals.
- Update and manage workflows, calendars, events, and assigned groups in PCO.
- Support the ministry goals of the church through the application of expertise in the areas of custodial care, maintenance, grounds, building operations, and mechanical systems.
- Contact the appropriate external vendors to facilitate repairs and preventative maintenance while ensuring fair and competitive pricing.
- Review the work and invoices of all external vendors verifying and ensuring the satisfactory completion of work and accurate invoicing.
- Organize and retain maintenance records for the building, contact information of external vendors and volunteers, warranty paperwork, and seasonal/annual maintenance checklists.
- Prepare and submit a proposed annual budget for facilities/grounds maintenance and manage the relevant approved budgets and expenditures.
- Develop and recommend a forecasting plan to repair/replace needed items with an emphasis on estimated costs and order of priority such as, but not limited to HVAC, painting, flooring, and lighting.
- Monitor utility costs to determine any unusual patterns and determine ways to manage and cut costs.
- Communicate with Ministry Leaders regarding the process and status of projects and how they impact ministry areas and the functionality of the facilities.

- Maintain an adequate working inventory of hand tools, power tools, equipment, supplies, and materials in order to complete various projects and tasks.
- Submit activity reports, work plans, and project lists as requested.
- Maintain compliance with all local, state and federal regulations.
- Ensure compliance with all safety, security and risk management protocols, practices, and standards.
- Assist the Security Team Lead and HR with drafting and disseminating the Weekly Lock-Up Assignment Schedule, issuing keys and fobs, responding to alarm notifications and calls, as well as communicating and collaborating with Central Security Systems.
- Maintain the operations and functionality of the security cameras, motion sensors, locking mechanisms of doors, and key/fob pads as well as scheduling routine maintenance of those of devices/equipment.
- Coordinate the required annual inspections of the facilities with the necessary entities to ensure safety and compliance.
- Attend weekly Operations Team meetings, All Staff meetings, and other meetings as requested.
- Perform other related duties as assigned by the HR Director and/or the Executive Director of Operations.

MINIMUM QUALIFICATIONS:

Education: High School Diploma. Associate’s Degree in related field preferred.

Experience: Five years of experience working in general maintenance, building maintenance, or construction fields to include the supervision of others.

Skills: Budgeting, building management, construction management, and mathematical skills. Ability to read blueprints and schematics. Working knowledge of HVAC, electrical, construction, carpentry, and plumbing. Excellent verbal, written, interpersonal, project management, and supervisory skills.

Physical Requirements: Periods of time spent sitting, standing, walking, kneeling, bending, climbing, crawling, and stooping. Mobility to move from one area to another within the Church campus and to off-Campus locations. Heavy lifting up to

50 lbs. and heavy carrying up to 50 lbs. Ability to reach above shoulders, to extend arms, and to reach. Ability to climb a ladder. Manual dexterity sufficient to type, operate general office equipment and various manual/power tools. Specific visual acuities to include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

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