

City Church Ministry Position Description

Ministry: Operations

Position Title: **Facilities Supervisor**
Employee: **OPEN**
Date: July 2022
Reports To: Director of Operations
Job Status: Full-Time Non-Exempt
Classification: Leader

Primary Objective: Effectively serve and support CityChurch ministries by ensuring the buildings and property are safe, well maintained, fully functioning and clean.

Key Job Responsibilities include:

- Ensure all systems are safe and operational
- Ensure all facilities and grounds are kept operational in a cost-effective manner to preserve the buildings, grounds, utilities, systems, and equipment in their original or usable condition
- Ensure all facilities and grounds are aesthetically pleasing, properly cleaned, and prepared to meet operational needs for events and services
- Oversee the outsourcing of contractors to ensure buildings and grounds meet operational needs
- Oversee minor renovation projects, review them with leadership to determine the use of contractors vs. staff vs. volunteer to ensure an excellent outcome
- Continually develop processes and procedures that are effective and clear to ensure the proper use of facilities, grounds, and any related equipment
- Provide on-site support during key services and special events
- Operate within budget and provide input for annual budget forecasting
- Recruit and retain volunteers and staff needed to accomplish the primary objective and ensuring they are trained, supported, and empowered for success

These duties are not exclusive and can be added to or taken away from at the discretion of your immediate supervisor.

Supervisory Responsibilities:

Facilities maintenance personnel, outsourcing contracts and contractors

Position Specific Competencies:

- Positive attitude, solution-oriented team player
- Ability to effectively lead, direct and communicate with others
- Knowledge of proper cleaning supplies and use for floors, counter tops, toilets, desks, baptismal pool etc.
- Self-motivation and flexibility with changing environment
- Basic working knowledge of plumbing, carpentry, electrical repair processes
- Working knowledge of computers to including email and internet
- A heart for the lost and a passion to see all people believe and thrive in Jesus