

Country Club Christian Church

Position Title: Director of Facilities Management

Purpose: To support the ministry of the congregation by overseeing all building and grounds related activities. Responsible for preserving the good condition of infrastructure and ensuring that facilities are safe, clean and well-functioning.

Reports To: Senior Minister

Supervises: Custodial staff

Responsibilities

- Manage all aspects of building/grounds maintenance and upkeep
- Provide hands-on support in building maintenance and repair
- Manage relationship/work product/contracts of external contractors and service providers
- Monitor structures/systems to determine the need for repairs or renovations
- Create and implement preventative maintenance schedules
- Manage the upkeep of equipment and supplies
- Ensure building is clean and well-organized
- Develop/manage budget including monthly expenses review; continually seek to minimize costs
- Manage building security
- Ensure building/equipment is in compliance with all necessary regulations/inspections
- Work with church staff to provide support for activities/programs
- Schedule and supervise custodial staff

Skills/Talents Needed

- An understanding of the church and its perspective on theology
- Ability/willingness to be hands-on in doing any needed tasks
- A customer-service mindset
- Ability/willingness to work with different and diverse constituent groups
- Self-motivated, organized team player

Preferred Qualifications, Education and Experience

- Proven experience as facilities manager or relevant position
- Supervisory experience
- Excellent communication, organizational and analytical/critical thinking skills
- The ideal candidate will be well-organized and able to optimize the use of space and equipment while continually working to reduce operating costs.

Hours: Full Time (40+ hours) including Sunday mornings, and weekend nights/Saturdays as needed

Compensation

Commensurate with experience and education

Benefits package includes medical insurance and paid vacation

To apply, send resume and cover letter including salary requirements to: Michelle Herman at michelleh@cccckc.org.