

# Facilities Services Director

## **FACILITIES SERVICES DIRECTOR ROLE DESCRIPTION**

The Facilities Services Director oversees services necessary to maintain a clean, safe, fully functioning campus and grounds (Cherry Hills Community Church and Cherry Hills Christian School); provides leadership and direction to the whole of Facilities Services team for successful accomplishment of this goal; ensures the team is multiplying ministry through volunteer equipping and service; and ensures we have an effective long- and short-term capital plan and effective, thorough, well-trained safety/security protocol for emergency situations.

## **RESPONSIBILITIES**

### **Lead Facilities Services Staff for Maximum impact**

- Lead the team to ensure the campus/grounds are maintained and events supported with excellence
- Ensure the team is scheduled within budget and according to service level agreements
- Train and uphold OSHA standards in all areas of service
- Build a culture defined by love and unity
- Manage the staff effectively both on the “what” (measurable outcomes) and the “how” (staff engagement and culture)
- Provide direction, training, support, feedback and coaching for those you lead

### **Lead Staff Members to Recruit and Lead Highly Effective Volunteer Teams**

### **Schedule Staff Within Budget to Support Daily Operations and Events**

- Develop, implement, and maintain the campus scheduling system to effectively assign resources to support all on-campus activities of CHCC
- Use the scheduling system as an administrative tool to aid in decision-making

### **Partner with Contractors to Provide Effective, Timely Service**

- Source bids and submit proposal for partnership with contractors
- Pursue contract approval for all Facilities Services according to established policy

### **Ensure Generation of a Current, Rightly Prioritized Long- and Short-Term Capital Replacement Plan**

### **Oversee Renewal of Licensing/Certifications/Standards**

### **Utilize and Train Direct Reports in Key Organizational Systems to Support Events**

### **Ensure Accurate, Timely Response to All Communication Requests**

### **Model Servant Leadership and Exhibit a Helpful, Joyful Attitude**

### **Demonstrate a Commitment to Growth**

### **Model a Growing and Vibrant Relationship with Christ**

- Pursue full devotion to Christ and live the life we are inviting others to live
- Embody other-centered, servant-leadership in all interactions

### **Demonstrate Commitment to Cherry Hills Community Church**

- Pursue church membership
- Accept and uphold CHCC’s Essentials of Our Faith

## **REQUIREMENTS:**

- College degree
- Must be able to lift 100 lbs.
- Must have no difficulty walking distances

**POSITION TYPE:** Full-time, Exempt

**HOURS PER WEEK:** 40+