

MAINTENANCE AND GROUNDS SUPERVISOR ROLE DESCRIPTION

The Maintenance and Grounds Supervisor leads, directs, and supports the Maintenance and Grounds staff and volunteer team to maintain, upgrade and/or repair all aspects of the campus, including site, landscaping, parking areas, buildings, mechanical/electrical systems, fire safety systems, utilities and vehicles/equipment.

RESPONSIBILITIES

Provide Effective, Inspiring Leadership to the Maintenance Team

- Build a culture defined by love and unity, conveying the message of Christ
- 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
- Establish and monitor staff performance and development goals
- Partner with Organizational Development to hire, transition, evaluate, and develop staff
- Lead teams to deliver personal and departmental goals

Recruit and Lead a Highly Effective Volunteer Team

Oversee and Train Staff and Volunteers in Maintenance & Groundskeeping Operations, Including:

- Building and site maintenance/repair
- Project management of building and site physical improvements
- Landscaping, site lighting, and care of parking areas and walkways
- Regulatory compliance, including licensing, testing and inspections
- Vehicle deployment, use, maintenance and repair
- Appropriate documentation of building/site systems, equipment, infrastructure, etc., for reference and accountability
- Best practices and safety policies/protocols
- Safe use of equipment, tools, vehicles, utilities, chemicals, solvents, cleaning agents, etc.

Ensure Excellent Upkeep of the Grounds

- Ensure landscaping, grounds, parking/hardscape and irrigation systems are maintained with excellence
- Develop a site master plan and implement in accordance with approved funding

Manage Maintenance Department Physical Resources

Oversee Maintenance Work Orders with Excellence

Utilize and Train Staff in the Use and Documentation of Key Building Systems
(Fire/Life Safety Systems, Calendar, CMMS, Mechanical/Electrical, Access Control, Security)

Ensure Accurate, Timely Response to 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 and uphold the four commitments of active membership
- Join and be a regular, active participant at weekend services and in a Section Community
- Serve at church-wide and ministry all-hands-on-deck events (e.g. Christmas and Easter services, etc.)
- Accept and uphold CHCC’s Essentials of Our Faith

POSITION TYPE: Full-Time (40+ Hours); Exempt