

# 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

### 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 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

### Demonstrate Commitment to Cherry Hills Community Church

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

## REQUIREMENTS

- College degree (or Equivalent job experience)
- Must be able to lift 100 lbs.
- Must have no difficulty walking distances

**POSITION TYPE:** Full Time, 40+