



FACILITIES PROJECT MANAGEMENT / HEAD OF SECURITY ROLE DESCRIPTION

Facilities Project Management / Head of Security excels at creating a welcoming, inviting, safe environment at Cherry Hills Community Church by overseeing all security and safety related systems and processes; additionally, this person will provide Facilities project management and assist as needed with maintaining the campus, landscaping, hardscape, site infrastructure and cleanliness to highest industry standards.

RESPONSIBILITIES

Model a Growing and Vibrant Relationship with Christ

- Pursue full devotion to Christ and live the life we are inviting others to live
- Manifest the fruit of the spirit in work habits and relationships
- Pursue spiritual growth through community and a consistent, fruitful devotional life
- Embody other-centered, servant-leadership in all interactions
- Reflect Christ's heart for reaching spiritually lost people

Demonstrate Commitment to Cherry Hills Community Church

- Pursue church membership and uphold the four commitments of active membership
- Serve at church-wide, all-hands-on-deck events
(Examples: LIGHT, Christmas and Easter services, etc.)
- Support setup & teardown of church events as needed
- Accept and uphold CHCC's Essentials of Our Faith

Oversee all Campus Security and inspection Activities

- Assist with responsibilities associated with Weekend and Evening Services as needed – including providing security, and other roles as needed to host vibrant worship services
- Manage Security Services contract and schedule all necessary security support
- Manage Security Monitoring contract and respond to all security alerts
- Provide after-hours facility-access and security support
- Manage relationship with local fire and police agencies, ensure the campus is compliant with all local laws and regulations
- Schedule, communicate, prepare and execute all fire inspections throughout the campus, create reports, corrective actions and follow through post inspection with any non-compliances or recommendations.
- Maintain campus-wide security system in good working order, oversee all contract repair work and system upgrades

- Maintain campus-wide fire alarm system in good working order, oversee all contract repair work and system upgrades
- Maintain ID badge software, manage distribution of badges to employees, volunteers and contractors
- Manage door schedule and access control for all campus buildings

Assist with Contractor Management to Provide Effective, Timely Service

- Assist the Facilities Services Director in overseeing contractors as required for capital improvement, controlled maintenance and capital renewal
- Seek proposals from vendors and work with Facilities leadership to ensure budget and contracts are in place for projects
- Manage QA/QC, inspections and punch list for projects
- Coordinate training with all staff, volunteers and stakeholders at close of any applicable project
- Coordinate all contracted work with departments and school in comprehensive, timely fashion

Assist with Miscellaneous Day-to-Day Maintenance & Grounds Activities

- Complete work order requests as assigned by the Facilities Services Director in accordance with established Service Level Agreements
- Lead special projects such as Spring/Fall Planting, Campus Beautification, etc.
- Assist with snow removal as needed
- Assist the Facilities Services Director with other duties as needed

Recruit and Lead a Highly Effective Volunteer Team

- Build a culture defined by love and unity
- Train, lead and direct volunteer teams for maximum impact
- Cast vision regularly by sharing stories and celebrating wins
- Provide coaching and feedback for continuous improvement
- Oversee Volunteer Teams as assigned by Supervisor

Ensure Accurate, Timely Response to Communication Requests

- Manage email, voicemail and communication requests in a timely, thorough manner
- Build trust by maintaining confidence of information
- Respond to all communication with professionalism, discretion and a service orientation

Complete Other Duties Assigned by Supervisor

Model Servant Leadership and Exhibit a Helpful, Joyful Attitude

Serve as a Fantastic Teammate to Church Leadership, Supervisor and Peers

- Demonstrate loyalty to teammates in action and word
- Pursue and uphold relational unity with teammates
- Make assists for teammates to facilitate church-wide wins
- Uphold the six commitments of trust and trustworthiness

Demonstrate a Commitment to Growth

- Receive and apply training and development from the Facilities Services Director

- Collaborate with Facilities Services Director and teammates/peers to determine strategies for ongoing professional development
- Attend Department and All-Staff Meetings

RESULTS

Consistently Clean, Safe and Accessible Environments Maintained to the Highest Standards

Motivated, Resourced and High-Impact Volunteer Team in Facilities Services (Evidenced by Volunteer Recruitment, Retention and Ownership)

Campus is in Good Repair, Clean and Excellent Condition (Evidenced by Work Order Completion Record, Building System Functionality and Regulatory Compliance)

Timely, Effective Resolution of All Work Orders (Completed per Service Level Agreements)

Attendees and Guests Warmly Welcomed and Served with Excellence

Trust Built with Staff and Attendees through Culture-Building Practices and Service-Oriented

Issues Proactively Addressed and Resolved Before Escalation

RELATIONSHIPS

Facilities Services Director: The Facilities Project Management / Head of Security reports directly to the Facilities Services Director. He/she will be expected to be coachable, available, responsive and submissive to their supervisor while striving for a healthy Christ-like relationship characterized by love, truth and unity.

Facilities and Operations Director: The Facilities and Operations Director is responsible for all that takes place within Facilities and Operations, including Facilities Services, IT and Wild Blue Cafe. As such, the Facilities Project Management / Head of Security is expected to learn from and be submissive to the Facilities and Operations Director in all areas of ministry vision, direction and coaching.

Staff and Volunteer Team Members: The Facilities Project Management / Head of Security should embody and exhibit servant leadership in all interactions with staff and volunteer team members, envisioning, equipping and empowering them to make the greatest kingdom impact possible.

Guests and Attendees: The Facilities Project Management / Head of Security should embody and exhibit servant leadership in all interactions with our community.

Organizational Development Director: The Organizational Development Director is responsible for ensuring all human resources across CHCC are in alignment with the character, values and competence expected of staff. The Facilities Project Management / Head of Security should comply in a godly and humble manner with all efforts from the Organizational Development Director to evaluate, train, equip and develop him/her as a staff member.

SPIRITUAL GIFTS

God equips every Christ-follower with spiritual gifts to serve and strengthen the body of Christ and to partner with Him in the advancement of His kingdom.

The following spiritual gifts are recommended for this role:

- Helps
- Craftsmanship
- Hospitality

QUALIFICATIONS (STAFF VALUES & ROLE SPECIFIC COMPETENCIES)

HUMBLE

Has an infectious passion for Jesus' name, fame and glory, has a growth verses fixed mentality and is other-centered.

HOLY

Lives as one set apart for God's purposes and plan.

HUNGRY

Pursues God with passion and devotion through the Word, worship and prayer, recognizing Him as a person to know rather than a subject to study.

HUSTLE

Serves sacrificially and with urgency for Jesus and the advance of His kingdom; is a vision-owner who takes it personally.

HONOR

Seeks to outdo others in showing honor: up, down and sideways.

HIGH EQ

Leverages influence, leaving a positive wake wherever he/she goes.

COMPETENCE

Customer Focus: A person who focuses on customers is dedicated to meeting the expectations and requirements of internal and external customers; uses customer information and feedback for improvements in products and services; acts with customers in mind; and establishes and maintains effective relationships with customers and gains their trust and respect.

Time Management: A person skilled at time management uses his/her time effectively and efficiently; values time; concentrates his/her efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.

Priority Setting: An individual who is skilled at priority setting spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks; creates focus.

Organizing: An individual who is strong in this area can marshal resources (people, funding, material, and support) to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently arranges information and files in a useful manner.

Technical Learning: An individual with strong technical learning capabilities picks up on technical things quickly; can learn new skills

POSITION TYPE: Full-Time, Exempt

HOURS PER WEEK: 40+

SUPERVISOR: Facilities Services Director