



OPERATIONS SPECIALIST ROLE DESCRIPTION

The Operations Specialist uses his/her operational, logistical and communication skills to ensure administrative and operational effectiveness and excellence throughout the department; manages the Facilities Services budget at or below allocation; supports the development of a long- and short-term capital replacement plan; manages and maintains the work order system; and oversees all Facilities Services Department procurement, record retention, invoicing and compliance.

RESPONSIBILITIES

Oversee Department Invoice Payment and Manage Budget Allocations

- Oversee timely invoice payment and reconciliation for the department
- Monitor department expenditures against budget & report to the Facilities Services Director
- Manage the department's budget, ensuring timely and accurate reporting
- Work with Facilities Services Director to develop budget plans for upcoming fiscal years

Develop and Manage Facilities Capital Replacement Plan

- Propose ten-year capital replacement schedule (including estimated costs)
- Work with Facilities Services Director to review and re-prioritize capital requests as requested annually
- Ensure approved capital projects are completed in a timely, efficient manner

Research and Recommend Options for Facilities Services Related Contracts

- Secure multiple bids for all contracted services to ensure excellent stewardship
- Pursue contract approval for all contracted services according to established policy

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 Services Director 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

Oversee Work Order System

- Manage Computer Maintenance Management System (CMMS) for maximum efficiency
- Provide Monthly reports on preventative maintenance, routine work orders, completion percentage and timeliness

Purchase Supplies (Facilities), Inspect Shipments and Oversee Delivery of Received Items

- Order inventory for Facilities Services
- Manage receipt and verification of all deliveries, staging and daily distribution of materials to designated individuals

- Facilitate all outgoing shipments and code/process invoices accordingly

Maintain Vehicle Logs, Oversee Maintenance and Ensure Qualified Driver Roster

Schedule OSHA Compliance Training for Facilities Services Team on an Annual Basis

Maintain Reference Libraries

- Maintain catalog of service vendors
- Maintain Safety Data Sheet records coordinated with maintenance team
- Maintain physical and electronic documentation relating to record retention

Recruit and Lead a Highly Effective Volunteer Team

- Build a culture defined by love and unity
- Recruit volunteers and train, lead, and direct them for maximum impact
- Cast vision regularly by sharing stories and celebrating wins
- Provide coaching and feedback for continuous improvement
- Ensure compliance with OSHA standards and best practices
- Evaluate and transition volunteers as necessary

Perform Other Duties and Tasks as Assigned

Ensure Accurate, Timely Response to Communication Requests (Phone or Email)

- Manage email, voicemail, and communication requests in a timely, thorough manner
- Demonstrate professionalism, discretion, and a service-orientation in all interactions

Model Servant Leadership and Exhibit a Helpful, Joyful Attitude

Demonstrate a Commitment to Growth

- Receive and apply training and development from the Facilities Services Director
- Attend department and All-Staff meetings

WHO WE ARE

We're a vibrant church of everyday people who come together in many ways – in exploring and learning about faith, in raising kids and strengthening marriages, and in discovering the fullness of life God desires for each of us.

At our core we are all about love.

- Love Expressed – which is all about God receiving the worship He deserves.
- Love Experienced – that's all about helping you grow in experiencing the love of God.
- Love Extended – which is all about extending the love of God out to those who need it most in mission.

WHO YOU ARE

You 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 daily (or almost daily) Biblical engagement
- Embody other-centered, servant-leadership in all interactions
- Reflect Christ's heart for reaching the spiritually lost

You Demonstrate Commitment to Cherry Hills Community Church

- Pursue church membership and live out the four commitments of active membership, which are wholehearted worship, daily Bible reading and reflection, pray for and pursue friendships with those who don't know Christ, and 3P giving (priority, percentage, and progressive)
- Be an active, engaged participant at weekend services and involved in community
- Serve at church-wide, all-hands-on-deck events (Examples: Christmas & Easter service, etc.)
- Accept and uphold Cherry Hills' [Statement of Our Faith](#)

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:

Leadership
Administration
Helps

REQUIREMENTS

- 4-Year College Degree
- 1-3 years' experience in an Operations or Office Management role
- Experience with Microsoft Office, proficient with Xcel

POSITION TYPE: Full-Time, Exempt

HOURS PER WEEK: 40

SUPERVISOR: Facilities Services Director

SALARY RANGE: \$45,000- \$68,333

BENEFITS: Eligible Health, Dental, Vision, 403(b), Paid Vacation and Sick Leave