



## FACILITIES GENERALIST ROLE DESCRIPTION

The Facilities Generalist excels at creating a welcoming, inviting, safe environment at CHCC by maintaining facility systems, equipment, finishes, site and infrastructure to the highest industry standards.

## RESPONSIBILITIES

### Provide Excellent Upkeep of the Facilities

- Complete all aspects of facilities maintenance with excellence; including work order completion, repair and replacement of equipment, systems and infrastructure, preventative maintenance and repair/upgrades to building and site finishes
- Participate in capital replacement and capital renewal plan development for ongoing site, landscape and building systems replacement and renewal
- Maintain and ensure regulatory compliance for fire safety systems, utilities, conveyance systems, kitchen equipment and other equipment requiring licensure and inspection
- Provide snow and ice removal from parking areas, roadways, walkways and playgrounds as needed
- Ensure building and site cleanliness
- Lead special projects as needed
- Operate and perform limited maintenance (re-fuel, check oil) on vehicles
- Ensure all equipment and materials are handled, stored and contained according to industry/safety standards

### Assist with Miscellaneous Day-to-Day Maintenance Activities

- Complete work order requests as assigned by the Facilities Services Director in accordance with established Service Level Agreements
- Assist with responsibilities associated with Weekend and Evening Services as needed – including providing security, technical assistance and other roles as needed to host vibrant worship services
- Assist the Facilities Services Director with other duties as needed

### 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

### 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

## **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 CHCC's [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:

Helps  
Craftsmanship  
Hospitality

## REQUIREMENTS

- High school diploma or equivalent
- Basic plumbing, electrical, HVAC and construction knowledge
- Able to lift 50 pounds

**SUPERVISOR:** Facilities Services Director

**POSITION TYPE:** Full Time, Exempt

**HOURS PER WEEK:** 40 hours

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

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