

JOB DESCRIPTION

Job Title: Manager, Campus Facilities
Position reports to: Senior Director, Facilities
Department: Operations
Status: Full Time
Date Prepared: 07/2026

Purpose of the Job:

The Manager, Campus Facilities keeps Citygate's building, equipment, grounds, and systems at peak performance — ensuring safe, clean, and fully functional facilities that support worship, ministry, and events with excellence. This hands-on role maintains and repairs the campus, coordinates vendors and volunteers, and ensures the building is 100% ready every weekend.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Building Systems & Maintenance

- Coordinate and perform maintenance of plumbing, electrical, mechanical, and HVAC systems, including minor repairs and routine preventive maintenance.
- Troubleshoot and resolve building issues, performing hands-on repairs across general carpentry, painting, drywall, and grounds as needed.
- Coordinate volunteers or outside vendors for major repairs or replacements, ensuring competitive, fair pricing.
- Regularly inspect the church premises inside and out for areas of need or concern, and keep the facility clean, attractive, and well-maintained.
- Develop and recommend a plan to repair and/or replace needed items around the facility.

Vendors, Records & Compliance

- Contact outside vendors to facilitate repairs, and review all vendor invoices to verify satisfactory completion before payment.
- Organize and retain maintenance records for the building and vehicles, vendor/volunteer contacts, and annual/seasonal maintenance checklists.
- Ensure compliance with and implementation of facility policies, safety codes, and standards put in place by leadership.
- Maintain the care, inventory, and safe operation of tools, supplies, and equipment.

Weekend & Event Readiness

- Ensure the building is 100% ready for services each week, with everything in working order.
- Ensure the facilities team is equipped and ready to serve.
- Prepare the building for events and conferences, and assist with any setup or tear-down needs.
- Respond to facility emergencies and travel to campuses as needed.

Team & Department Leadership

- Develop and oversee a team of volunteers to serve in maintenance and custodial roles.
- Maintain a monthly serve and meeting schedule, and lead monthly training to cast vision and build community.
- Stay four months ahead on upcoming church and community events, and nominate and celebrate Crew Leaders and members monthly.
- Serve as a Culture Carrier — present and available to lead or serve at Citygate events as needed.

WHAT SUCCESS LOOKS LIKE

- The building and grounds are clean, safe, attractive, and fully functional, inside and out.
- The facility is 100% ready for every service, event, and conference.
- Building systems (HVAC, plumbing, electrical, mechanical) run reliably, with issues caught early and resolved quickly.
- Vendors deliver quality work at fair pricing, and maintenance records are organized and current.
- Maintenance and custodial volunteer teams are developed, equipped, and growing.

EXPERIENCE AND KNOWLEDGE REQUIRED

- Valid driver's license.
- High school diploma or equivalent.
- 2–3 years of experience managing buildings, grounds, and vehicles.
- 2–3 years as a maintenance worker or similar, with working knowledge of HVAC, plumbing, electrical systems, general carpentry, and grounds-keeping.
- Ability to read basic blueprints and schematics.
- Basic verbal and written communication skills with employees and vendors, and basic computer skills.
- Reliable and able to work flexible hours independently with minimal supervision, including responding to emergencies.
- Demonstrated understanding and commitment to working in culturally diverse settings.

PHYSICAL & WORK REQUIREMENTS

- Ability to lift up to 20 pounds and walk a minimum of 5 miles per day.
- Ability to stand, kneel, climb ladders, and work in various indoor and outdoor conditions.
- Able to respond to emergencies and travel to various campuses as needed.
- Willing to work flexible hours, including evenings and weekends, and adjust schedule to accomplish necessary tasks.

PERSONAL AND SPIRITUAL EXPECTATIONS

- Demonstrates a growing and authentic relationship with Jesus Christ through daily time with God.
- Lives a life that reflects the Gospel in both personal and ministry settings, modeling a strong relationship with spouse (if married) and children (if applicable).
- Sets appropriate boundaries to protect character and integrity, and develops personal evangelism opportunities.
- Prioritizes spiritual growth through prayer, Scripture, and personal development.
- Models leadership, integrity, and humility in all interactions.
- Aligns with and actively supports Citygate Church's:
 - Mission and vision
 - Honor Code
 - 8 Gates
 - Biblical tithing commitment (giving at least 10% of gross income)

Citygate Core Values in our Daily Lives: 8 Gates

- **We Have an Attitude of Honor** — We ascribe value to God through worship in every part of our lives.
- **We Are Christ Centered** — The core of our MORE is unity in Jesus Christ and His greater Kingdom, lived out through the Citygate Honor Code.
- **We Love People** — We know, forgive, and serve our neighbors, laying down our lives to introduce them to eternal life.
- **We Pursue More** — We are mission maniacs and pioneers, not settlers, because More Requires More (Ephesians 3:20).

- **We Are Creative** — Our creative God fills us with awe and wonder and equips us to Take the Limits Off.
- **We Are Generous** — We're never more like God than when we're giving our time, talent, and treasure — contributing, not just consuming.
- **We Thrive** — We don't just survive; we thrive in the Holy Spirit, growing in spiritual maturity under a spiritual covering.
- **We Are Loyal to the Future** — We do things with the future in mind, investing in the next generation as our priority.

Employee Signature: _____ Date: _____

Printed Name: _____