

## JOB DESCRIPTION

**Job Title:** Facilities Supervisor

**Department:** Operations

**Manager/Director:** Campus Operations Director

**Minimum Time Required:** Monday – Thursday 9am-4pm, Sunday 7a- 1p, weekends as needed

**Level:** Full Time

**Date Prepared:** March 2022

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### I. **Purpose of the Job:**

This role is to lead the facilities department in creating a place where people can touch God, encounter Jesus Christ and be radically changed and empowered by His Holy Spirit. The Facilities Supervisor will assist with the oversight and management of the church's buildings and property.

### II. **Experience and Knowledge Required:**

- Exceptional interpersonal, verbal, written and organizational skills
- Strong administrative abilities
- Projects a professional and confident image, able to handle a stressful pace
- Proven leadership skills
- Ability to work in a multi-task environment
- Detail oriented, creative, ability to learn new software applications
- Strong work ethic, commitment to excellence
- Reliable and able to work flexible hours independently with minimal supervision
- Practical experience in managing properties
- Skilled at making a variety of building repairs
- Must be an independent self-starter with a sense of urgency, proven results orientation, initiative and an affinity for producing consistently high-quality work in a manner that exceeds expectations.

### III. **Essential Functions and Responsibilities:**

- Oversee proper set up and tear down for church events, which may include some evenings and weekend hours, on occasion.
- Regularly inspect the church premises for areas of need or concern
- Assist and oversee the coordination of church workdays and other building projects done with volunteers or contracted professionals
- Review all outside vendor invoices to ensure and verify satisfactory completion
- Ensure compliance and implementation of facility policies put in place by leadership
- Oversee plans to repair and/or replace needed items around the facility.
- Recommend the best ways to utilize church volunteers to accomplish needed improvements
- Ensure the facility is kept clean, attractive and well-maintained, inside and out
- Effectively plan and schedule personnel time to assume maximum productivity
- Maintain general knowledge and applicable skills in building maintenance, general carpentry, plumbing, electrical, and custodial work.

**IV. Employee's possess and exhibit the following core values in their daily lives:**

- Love for God
- Love for People
- Work Ethic that is excellent, protective and frugal with time and money
- Attitude of a servant, enjoyable to be with and devoted to the call of God and the Church
- Evident call of God on life to full time ministry and to the vision/mission of Citygate Church