

JOB DESCRIPTION

Job Title: Campus Operations Director
Position reports to: Global Operations Director
Department: Operations
Level: Full Time
Date Prepared: 12/2024

I. Purpose of the Job:

To actively support the management of custodial, maintenance, and grounds operations for the facility, playing a vital role in bringing Citygate Church's vision to life.

II. Essential Functions and Responsibilities:

- **Weekly Responsibilities (before Sunday)**
 - Work closely with the Global Operations Director on campus repair and improvement projects
 - Assist Campus Operations Technician with campus evaluation and inspections.
 - Work closely with Campus Operations Technician and Campus Custodial Technicians to help run all facets of Facilities
 - Understand fire alarm systems and possess ability to teach each campus intricacies
 - Responsible for making sure HVAC is functioning as designed, including duct sensors
 - Ensure that all facilities request are completed by their assigned due dates
 - Responsible for making sure as best possible everything is in working order for services, events, and conferences
 - As scheduled, to be on call for all campuses during services
 - As scheduled, to come in on days you are on call to handle emergencies
 - Be part of the planning process for all events, coordinating with the events team
 - Coordinate with all indoor and outdoor facilities departments prior to an event to be sure all electrical, plumbing, grounds keeping etc. needs are met
 - Aware of all electrical, plumbing, HVAC, and structural projects of the campus
 - Demonstrate adaptability and willingness to oversee various projects as needed
 - Train staff members how to access and secure the building
- **Sunday Responsibilities**
 - Responsible for ensuring the building is 100% ready for services with everything in working order.
 - Set HVAC temperatures
 - Always on call to serve/react to emergencies
 - Responsible to make sure buildings are locked and secure after services
- **Monthly Responsibilities .**
 - Create a monthly serve and mtg schedule for the department.
 - Monthly training with your departments to train, cast vision, and build community
 - Stay 4 months ahead on up and coming church and community events
 - Nominate and celebrate Crew Leaders and members monthly

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- **Special Events Responsibilities**
 - Responsible to ensure the building in preparation for services
 - Responsible for making sure as best possible everything is in working order for events, and conferences
 - Responsible to make sure buildings are locked and secure after all events

III. Supervisory Responsibilities:

- Ability to manage and teach others
- Ability to receive tasks/projects and properly time manage to see project through to completion.
- Ability to think 360 and view all angles of any project, repair, improvement, etc.

IV. Experience and Knowledge Required:

- Valid Driver's license
- High School diploma or equivalent
- 1-2 years of leadership experience
- Excellent verbal and written communication skills
- Must be able to lift 25 lbs
- Self- Motivated with the ability to work without supervision and able to set & achieve goal
- Must have working knowledge of electrical, plumbing, and basic construction
- Must possess basic computer skills
- Ability to follow detailed instructions and complete tasks
- Ability to maintain good attitude in difficult situations
- Must be able to read blueprints, schematics
- Must be able to work under pressure
- Must be willing to work overtime and adjust regular schedule to accomplish the necessary tasks
- Demonstrated understanding and commitment to working in culturally diverse settings

V. Core Values in Daily Life:

- Attitude of Honor- Show reverence to God and others by practicing stewardship, pursuing excellence, and embracing a lifestyle aligned with the Citygate Honor Code.
- More Requires More- Demonstrate a servant's attitude by prioritizing unity, actively contributing, and demonstrating unwavering commitment to establishing a culture aligned with Kingdom principles.
- Take the Limits Off- Pursue spiritual growth through the gifts of the Holy Spirit, foster a mindset of creative and innovative thinking to dream big dreams and take big risks.
- Loyal to the Future- Clearly called by God to embrace and advance Citygate Church's vision, demonstrate loyalty through generous contributions of time, talent, and resources to shape the future of our local body of Christ.

Employee Signature: _____ Date: _____

Printed Name: _____