



## **JOB DESCRIPTION**

### **FACILITIES TEAM MANAGER**

**LOCATION:** *Grace Community Church, 2346 Floral Avenue, Chico, CA 95926*

**REPORTS TO:** *Director of Operations*

**COMPENSATION STATUS:** *40 hours weekly / Non-exempt*

#### **POSITION SUMMARY**

The Facilities Team Manager (Manager) at Grace Community Church (Grace) is responsible for overseeing campus maintenance, professional relations with vendors, and the quality and presentation of spaces at Grace. The Manager will oversee Grace's Facilities Team, who are responsible for the day-to-day setup and cleaning of spaces, and ensuring the campus has a welcoming and well-maintained environment at all times.. The Manager plays a critical role in creating a safe, functional, and hospitable atmosphere on the property, and will work closely with the congregation to build serving teams designed to accomplish work projects both on Grace's campus and in the local community.

#### **PRIMARY RESPONSIBILITIES**

##### **Team Management**

- Shall lead, train, recruit, and manage Grace's Facilities Team members. This includes providing the team with a weekly tasks list, scheduling, onboarding, and supporting the team with their work. .
- Shall conduct regular team meetings with both staff and serving team members to discuss responsibilities, address concerns, and maintain team morale and focus.
- Shall foster a positive work environment that emphasizes collaboration, efficiency, and accountability for all team members at Grace.
- Shall work closely with the congregation to leverage professional skills and talents for the kingdom, including work on Grace's campus and outreach efforts in Chico

##### **Facilities Maintenance and Setup**

- Shall monitor Grace's event calendar to ensure each event is set up and scheduled with the proper resources. This includes working with Grace staff to properly coordinate events on campus, as well as occasionally assisting and overseeing the setup and teardown of Grace's events on evening and weekend shifts.

- Shall be the primary point of contact for any professionally contracted services at Grace, including but not limited to, custodial services, landscaping services, pest control, tree services, electrical repairs, plumbing, and HVAC repairs.
- Shall work closely with a landscaping contractor to ensure Grace's outside property is tended to each week, ensuring lawns, shrubs, trees, and flower beds are all adequately supported and presentable each weekend. Shall assist with smaller landscaping needs throughout the week as needed.
- Shall ensure Grace's campus is regularly handled through custodial teams and/or contractors, creating a schedule of cleaning that ensures cleanliness on campus.. This includes overseeing the purchasing of custodial supplies for Grace.

### **Campus Safety Oversight**

- Shall be a primary contact for Grace's security contractor, overseeing Grace's security cameras, alarm systems, responding to security breaches, and serving as one of staff members to be contacted in case of emergencies on campus.
- Shall be responsible for ensuring Grace's campus is maintaining safety requirements, including checking off fire extinguishers each month, upholding fire code in buildings, ensuring proper access to emergency medical supplies, having proper training, and maintaining property materials for lockdown procedures.
- Shall be the primary contact person for inspection and maintenance requirements at Grace, including fire, backflow, elevator, electrical, fire suppression, security, and other inspections mandated by local and state laws. This includes helping to enforce proper Cal-OSHA facilities safety requirements as needed.

### **Property Oversight and Repairs**

- Shall conduct routine walk-throughs of the campus buildings and grounds to identify needed repairs and possible safety issues, including areas of "first-impression", ensuring they display an excellent and inviting environment.
- Shall oversee Grace's work order system, ensuring projects submitted are responded to in a timely manner. The Manager shall also update staff on their projects and work closely with them on large scale projects for their ministry areas.
- Shall identify optimal strategies for facilitating needed repairs and replacements on Grace's campus, utilizing a mixture of personal skills, members in the congregation, and professional vendors.
- Shall oversee and coordinate scheduled maintenance on Grace's campus as outlined in Grace's Facilities Maintenance and Deferred Maintenance Plans. This includes working with a team to help manage larger campus development projects at Grace.

## **COMMITMENT**

This is a full-time position that will require work onsite at Grace Community Church, including being present for monthly staff meetings, during Sunday services, some weekends shifts, and supervisor check-ins and evaluations. This position is subject to reevaluation on behalf of Grace annually. While this job description is comprehensive, it is not all-inclusive and the Manager may be asked to perform other duties as assigned.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, and handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

## **DISCLOSURE**

All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. Any agreement made in relation to this job description does not constitute an employment contract, implied or otherwise, other than an "at-will" relationship.

## **ADDENDUM**

The Manager is required to work some weekend hours and be on-call as a member of Grace's security response team. Essential physical requirements for this position include the ability to execute basic repairs on Grace's campus and ground, and the ability to lift over 50 pounds.

## **QUALIFICATIONS**

The successful applicant will have a breadth of education, experience, and skills that enable fulfillment of the responsibilities of Manager as summarized above. Preference will be given to those who demonstrate a true servant's heart, and application and supporting materials that demonstrate the following:

- An intrinsic desire to collaborate with other staff and volunteers serving within Grace's ministries and supporting the local church.

- The ability to represent Grace Community Church with professionalism and integrity, both within the church community and in external engagements as needed.
- Previous work experience as a collaborative leader who is adept at developing, leading, and encouraging teams of volunteers. This includes the ability to address conflict and initiate needed course corrections directly, fairly, and graciously.
- Previous work experience maintaining facilities including multiple buildings, spacious grounds with diverse plantings, and complex building systems.
- Proficiency with or the ability to quickly learn computer applications all Grace staff use to communicate and share information.
- Strong organizational skills; ability to multi-task and address work orders from multiple sources.
- The ability to work independently, with minimal direction, and find effective solutions to every-day problems.
- A caring attitude, excellent people skills, high integrity, and the ability to exercise unwavering discretion and confidentiality.
- A mature and growing faith in Christ that serves as a model to those they lead, and having full agreement with the doctrinal position of Grace and the membership covenant.

## **GRACE'S MISSION STATEMENT**

We are a community of Christ followers, on mission to grow in faith and love as we show and share the Gospel for the glory of God and the good of the city.

*2 Thessalonians 1:3, James 2:14-17, Matthew 5:16, Jeremiah 29:7*

## **GRACE'S VALUES**

### **RADICAL GRACE**

We embrace God's perfect love as a community of imperfect people.

*Luke 7:36-50*

### **BETTER TOGETHER**

We pursue authentic relationships for the sake of spiritual growth.

*Hebrews 10:23-25, Acts 2:42-47*

### **TRUTH TRANSFORMS**

We seek transformation through the unchanging word of God.

*2 Timothy 3:16-17, Hebrews 4:12*

### **BE THE CHURCH**

We engage God's mission as sent people in the everyday and not just Sunday.

*Acts 1:8; Romans 10:14-15*

### **GENEROUS LIVING**

We live generous lives that reflect the goodness of the Gospel.

*1 Timothy 6:18, 2 Corinthians 9:11*

### **MADE TO MULTIPLY**

We equip disciples and communities to grow so that they multiply.

*Matthew 28:18-20, 2 Timothy 2:2*

### **GENERATION NEXT**

We develop tomorrow's leaders today.

*Deuteronomy 11:19, Titus 2:1-8, 2 Timothy 2:2*