



Staff Position Description

Position: Facilities Manager

Campus Location: Church-wide, including all auxiliary facilities

Purpose of Role:

The excellence of all facilities related to Cornerstone Church is a reflection of our excellent God. The Facilities Manager plays a key role in the maintenance and stewardship of these properties. This position has a direct impact on budget, maintenance and preservation of physical assets.

Reports To: Executive Pastor

Oversees: All facilities personnel as well as all on-site vendors and service providers

Primary Responsibilities:

Oversee maintenance programs on all properties in the portfolio. Consult with Chief Financial Officer on budgeting and soliciting bids for major repairs, purchases or contractors including:

- Church and/or Property Renovations, especially those under \$100,000
- Oversight of rental unit turnover procedures
- Repair of Fire Damage, Parking Lot, Roofing, Interior Carpentry, Cement, Stucco, etc.
- Exterior Painting, Lawn & Landscape Maintenance (including irrigation), Snow Removal
- Capital expenditures relating to maintenance

Additional Responsibilities:

- Establish preventive and cost saving maintenance programs at all locations
- Assist in overseeing the approved vendor program and help to monitor its compliance
- Oversee training of other facilities team members, including training and/or certification required by OSHA or any other governmental agency
- Personally inspect properties on a regular basis to ensure all repair work is being done properly, safely and in a timely manner. Provide assistance and training when needed.
- Assist Campus Pastors and XP in facilities personnel decisions; supervise facilities team
- Attend meetings and seminars as requested by leadership
- Oversee the setup and teardown activities for church functions
- Keep abreast of new governmental regulations and restrictions concerning maintenance procedures and/or health, safety and environment
- Provide leadership and/or assist staff as necessary for emergency situations
- Set a level of standard for rental property turnover and develop uniform standards for apartment and property appearance
- Assist in the set up and monitor inventory control programs related to maintenance department equipment, supplies, and property owned furnishings



- Assist in the set-up and monitor appliance inventory and warranty information
- Actively pursue energy efficiency solutions for all facilities

Skills and Attributes:

- **Belief:** Adheres to the beliefs and culture of Cornerstone Church
- **Adaptability:** Flexibility of process, ability to develop creative solutions as needed and willingness to work flexible days and hours as need arises
- **Management:** The ability to lead others and oneself, particularly in time management, project management and asset management
- **Interpersonal Skills:** Ability to lead staff and volunteer teams, collaborate with peer team leads, work through conflict resolution as required and communicate with supervisors
- **Execution:** Strong ability to complete tasks assigned in a timely manner
- **Capacity:** High energy and desire to take on new projects and new areas of knowledge
- **Construction Related Knowledge & Ability:** background in maintenance policies and procedures, blueprint reading, vendor relations, budget projections and reporting