

Job Opportunity



Competitive

Position: Assistant Facilities Manager

Job Vacancy Notice#: RC-07-05

Location: The Rock Church – Facilities Department

Salary Range: Negotiable Depending on Experience

Employment Category: Regular Full-Time, Exempt

Opening Date: 22 February 2005

Closing Date: Open Until Filled with
1st Cut-off date 8 March 2005

Area of Consideration: All Sources

Brief Description of Major Duties: Works under the direction of the Facilities Manager, supervises, coordinates, and administers the external facilities operations of the Rock Church. Oversee external facility operations including parking, traffic control, and signage. Expand parking options to accommodate increased attendance. Develops and maintains cordial relations with neighbors and business center tenants including handling all issues from neighbors and business center tenants. Responsible for the recruitment and management of volunteers. Assists in establishing annual Facilities objectives and strategies. Promotes and maintains good relations with the church staff, management and ministry leaders of the church congregation. Positively represents and promotes the Rock Church in all circumstances. Budget formation and execution. Orders all necessary support equipment. Updates Facilities Manager on a regular basis. Assists with daily operations of facilities to include upkeep, maintenance, and janitorial support.

Qualifications & Requirements: Christ-centered behavior (treating people with dignity, respect, compassion and integrity at all times). College Degree preferred or equivalent education and experience. Must have three to five years management experience. Two to three years experienced in facilities maintenance. Maintains a Class C Driver's License. (in accordance with the employee's auto insurance carrier and less than two DMV points on driving record). Excellent problem solving skills. Experience in conflict resolution. Must possess excellent organizational skills. Know how to promote teamwork. Excellent verbal and written communication skills. Self-motivated and flexible. Flexibility to work weekends and alternative hours coinciding with Church related events. Hands-on PC compatible computer knowledge, understanding and skill. Basic typing (30 wpm). Proficient in MS Window operating system, MS Word, MS Excel, Internet E-mail and Internet usage. Ability to recognize and maintain confidentiality as appropriate. Regular involvement in The Rock Church activities and events. Signed acknowledgement of the Rock Church's Statement of Faith. Adheres to policies and procedures as stated in the Rock Church employee handbook. Member of the Rock Church (or willing to transfer membership to the Rock Church).

To be considered for this position, outside applicants are required to complete Application for Employment; in-house applicants are to submit an updated resume. Employee's performance and attendance record will be taken into consideration at the time of the selection process. Selection for an interview does not guarantee promotion or appointment to the position. As part of the employment process, The Rock Church may obtain a Criminal Record Check.

The Rock Church provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Human Resources. The decision on granting reasonable accommodation will be on a case-by-case basis.

Full consideration will be given to all qualified applicants without regard to race, sex, color, age, physical handicap, or national origin. As a Christ-oriented, Bible-believing organization, the Rock Church does reserve the right to exercise preference on the basis of religion in all of its employment decisions.

To apply: visit the website at www.therocksandiego.org to download the application; mail application and resume to Human Resources, 2448 Historic Decatur Road #105, San Diego CA 92106. All mailed applications must be received by the closing date to be considered for the position.