

Job Opportunity



Competitive

Position: Facilities Director

Job Vacancy Notice#: RC-03-07

Location: The Rock Church

Salary Range: Negotiable Depending on Experience

Employment Category: Regular Full-Time, Exempt

Opening Date: February 9, 2007

1st Closing Date: February 16, 2007

2nd Closing Date: Open until Filled

Area of Consideration: All Sources

Brief Description of Major Duties: Supervise and coordinate all activities related to the upkeep and use of the buildings belonging to the Rock Church including but not limited to maintenance, security, parking and landscaping and scheduling. Directs the operating activities of all facilities operations in a manner that will honor God, to ensure the highest ethical standards. Oversees the coordination of building space allocation and layout and facility expansion. Oversee repairs and upkeep of all areas of the facilities (including the parking perimeter areas). Oversee the security department in the execution of a comprehensive security plan for the buildings, grounds and services. Oversee the parking ministry in the execution of the approved parking plan for Liberty Station. Obtain estimates, prepare budgets, issue work orders and work authorizations, schedule work and coordinate with contractors and vendors. Regular inspection of the church property to ensure compliance with OSHA regulations. Maintain plan for fire evacuation and disaster response and serves as the Emergency Response Coordinator. Conduct regular safety inspections of all Rock facilities to ensure compliance with state and federal regulations. Hires, supervises, and evaluate staff needed to achieve the plans as developed.

Qualifications & Requirements: Christ-centered behavior, i.e., treating people with dignity, respect, compassion and integrity at all times. Minimum of 3 to 5 experience of progressive experience in facilities management or other related fields with experience in managing multi-site locations, preferred, but not required. BS/BA degree in a related field is preferred but not required. Ability to define problems and resolve them quickly. Critical thinker with the ability to anticipate next steps. Must be a self-starter with excellent organization skills. Familiar with local building codes and OSHA regulations. Strong supervisory skills, coupled with excellent oral and written communication skills with the ability to work with all levels both in and out of the church. Ability to recognize and maintain confidentiality as appropriate. Experience in conflict resolution. Proficient in MS Window operating system, MS Word, MS Excel, Internet E-mail and Internet usage. Regular involvement in the Rock Church activities and events. Signed acknowledgement of the Rock Church Statement of Faith. Adheres to policies and procedures as stated in the Rock Church employee handbook. Member of 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 please visit the website at www.therocksandiego.org and fill out the application and email application and resume to hr@therocksandiego.org. Or 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.