



ROCK
CHURCH & TRAINING CENTER

JOB DESCRIPTION

Position: **Facilities Director**
 Reports to: **Chief Operating Officer**
 Position Status: **Regular, Full-Time Exempt**

Department : **Facilities**
 Effective: **July 2010**
 Replaces: **All previous**
 Position Number: **RC - 29 - 10**
 Posting Date: **July 30, 2010**
 1st Closing Date: **August 6, 2010**

Position Summary:

Supervise and coordinate all activities related to the upkeep and use of the buildings belonging to the Rock Church including maintenance, landscaping and scheduling.

Job Responsibilities and Duties:

1. Directs the operating activities of all facilities operations in a manner that will honor God, to ensure the highest ethical standards.
2. Oversees the coordination of building space allocation and layout and facility expansion.
3. Oversee repairs and upkeep of all areas of the facilities (including the parking perimeter areas).
4. Obtain estimates, prepare budgets, issue work orders and work authorizations, schedule work and coordinate with contractors and vendors.
5. Regular inspection of the church property to ensure compliance with OSHA regulations.
6. Maintain plan for fire evacuation and disaster response and serves as the Emergency Response Coordinator.
7. Conduct regular safety inspections of all Rock facilities to ensure compliance with state and federal regulations.
8. Hires, supervises, and evaluate staff needed to achieve the plans as developed.

These represent the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Chief Operating Officer.

Job Skills and Requirements:

1. Minimum of 5 to 10 years experience of progressive experience in facilities management or other related fields with experience in managing multi-site locations, preferred, but not required.
2. BS/BA degree in a related field is preferred but not required.
3. Ability to define problems and resolve them quickly. Critical thinker with the ability to anticipate next steps.
4. Must be a self-starter with excellent organization skills.
5. Familiar with local building codes and OSHA regulations.
6. 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.
7. Ability to recognize and maintain confidentiality as appropriate.
8. Experience in conflict resolution.
9. Proficient in MS Window operating system, MS Word, MS Excel, Internet E-mail and Internet usage.

Expectations of Staff:

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Proactive participation in the Strategic Ministry Model.
4. Successful completion of a background check.
5. Pleasant and professional personality and appearance.
6. Regular attendee of a Rock Weekend service.
7. Regular involvement in Rock Church activities, ministries and events.
8. Attendance at all mandatory meetings (and events, as needed).
9. A tithe of 10% to the Rock.
10. Signed acknowledgement of the Rock Church Statement of Faith.
11. Adheres to policies and procedures as stated in the Rock Church employee handbook.
12. Registered and active in the Rock A.R.M.Y

Physical Requirements

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.

Employment At-Will:

All employees of The Rock Church are at-will, and as such, are free to resign any time without reason. The Rock Church likewise, retains the right to terminate and employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of the Rock Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.