

Job Opportunity



Competitive

Position: Facilities Assistant

Job Vacancy Notice#: RC-33-08

Location: The Rock Church – Operations

Salary Range: Negotiable Depending on Experience

Employment Category: Regular Full-Time, Exempt

Opening Date: 7 October 2008

Closing Date: 14 October 2008

Area of Consideration: All areas.

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.

Qualifications & Requirements: Assists in establishing annual Facilities objectives and strategies. Acts as liaison of the facilities department and maintains good relations with the church staff and ministry leaders of the church congregation. Positively represent and promotes The Rock Church in all circumstances. Maintains main campus budget. Orders, maintains, and ensures availability of all support equipment. Ensures the regular inspection of all fire systems and related equipment and coordinates the needed inspections thereof. Updates Facilities Manager on a regular basis. Assist with daily operations of facilities to include upkeep, maintenance, and janitorial support. Performs routine painting, plumbing, and other related maintenance activities, using hand and power tools. Coordinates as needed volunteer staff to ensure building cosmetics and functionality are kept to the highest of standards. Contacts outside maintenance contractors as necessary and supervises them while onsite. Reviews and assists with the ministry event schedule and performs necessary set-up and breakdown. Maintains an organized storage and work area. Ensures the cleanliness and routine maintenance of all rock church vehicles. May assist with janitorial duties as needed. Provides a supportive role to the parking ministry as needed.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the Facilities Assistant may perform other related tasks under the direction of the Facilities Manager.

Christ-centered behavior (treating people with dignity, respect, compassion and integrity at all times). 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. 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. Regular attendance at Rock Church weekend service. Member of the Rock A.R.M.Y.

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. Email application and resume to hr@therocksandiego.org. Or mail application and resume to 2277 Rosecrans, San Diego CA 92106, Attn: Human Resources. All mailed applications must be received by the closing date to be considered for the position.