

Job Opportunity



Competitive

Position: Facilities Director

Job Vacancy Notice#: RC 10-06

Location: The Rock Church – Facilities

Salary Range: Negotiable Depending on Experience

Employment Category: Regular Full-Time, Exempt

Opening Date: 28 March 2006

Closing Date: Open Until Filled

Area of Consideration: All Sources

Brief Description of Major Duties: Directs the operating activities of all facilities operations in a manner that will honor God, to ensure the highest ethical standards. Maintain lease information for all Rock locations. May negotiate for acquisition of property for development or lease of buildings and facilities. Manage conditional use permits (C.U.P.) with the city as necessary/required. Oversees the coordination of building space allocation and layout and facility expansion. Manage major office moves between facilities when needed. Supervises all facilities and maintenance employees assigned to multi-site locations. Work with the ministry leaders and church staff on short and long-range facility utilization plans and activities through forecasting, space allocation and interior planning. Promote and maintain good relations with the church staff, management and ministry leaders, community groups and residents near Rock locations. Manage, coordinate and provide direction to staff, ministry leaders, contract labor force and vendors on room/space usage. Manages parking and security programs at each Rock location. Oversee repairs and upkeep of all areas of the facilities (including the parking perimeter areas). 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. Oversee building system maintenance and operations. Hires, trains, and supervises building maintenance personnel. Work well in a “team” leadership model.

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. Maintains a Class C Driver’s License. Maintains an acceptable driving record (in accordance with the employee’s auto insurance carrier and less than 2 DMV points on driving record). 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.