



POSITION PROFILE

MINISTRY

OPERATIONS

POSITION

Manager Facilities

POSITION FOCUS

Provide leadership and oversight towards the ongoing operation and development of buildings and grounds maintenance, renovation, custodial and room booking programs at all CSC campus buildings ensuring a safe and welcoming environment that honours God and inspires people to experience Biblical community.

POSITION QUALIFICATIONS

1. A reputation for being a fully devoted follower of Christ who models a passion for God, a love for people, and a willingness to serve others.
2. Significant experience (8 years minimum) in the fields of commercial or public building management, automation, maintenance and renovation, along with purchasing and control methods.
3. Leadership and supervisory experience of building maintenance and care-taking teams.
4. Understanding of facility maintenance and support processes, including HVAC, electrical, plumbing, facility systems and controls, safety and alarm systems, engagement of contractors, and WHMIS standards and procedures pertaining to the training and handling of cleaning chemicals.
5. Understanding and experience developing process systems, project and people management, budgeting, scheduling, strategic planning, and the development of contracts and RFP's/RFQ's.
6. Specific training and working knowledge with project management, strategic planning, Microsoft Office, cost estimation, trades training, software based work order systems, facility bookings and OH&S matters. Preference given to completed Property Administrator Certificate.
7. Experience writing policies, procedures and job safety analysis in these related fields.
8. Excellent verbal and written communication skills, including listening, empathy, and problem resolution skills.
9. Class 5 Driver's License, driver's abstract in excellent condition, and own vehicle for transportation to various CSC campuses.
10. Is known to be a person with an attitude of excellence demonstrated by a willingness to serve and who sees their work as a ministry to God and His people.
11. Has experience discovering, developing and deploying volunteers

PERFORMANCE STANDARDS

1. Understand, support and live out CSC's Membership Covenant and Statements of Faith (as defined in the General Operating Bylaws and Letters Patent).
2. Adhere to and uphold the Personnel Policies, Team Values and Staff Expectations of CSC.
3. Follow established coaching and performance management models.
4. Execute the role to the glory of God, with excellence and an exemplary work ethic.

POSITION EXPECTATIONS

1. Provide direction to the organization and leadership to a Facilities Team in four areas: custodial, building maintenance, grounds keeping and room bookings for all CSC campus locations
2. Track activity, develop budgets and plans, and allocate team workload towards successful execution.
3. Develop policies, procedures and plans in keeping with legislative requirements and the specific needs of the organization to create a safe and clean space for staff and the attending public.
4. Ensure compliance with local, provincial and federal rules and legislation for HSE and building codes.
5. Access or develop and deliver training to staff and volunteers.
6. Lead and manage a team via performance management systems, develop a group of quality vendors and discover, develop and deploy skilled and unskilled volunteers to compliment the staff workforce.
7. Point of contact with ministry teams, skilled trades and vendors.
8. The work schedule for this role will vary over all days of the week, requiring attention to weekend worship service times and participation in an on-call schedule to attend to building or staff matters.
9. Fulfill other duties as requested by the Pastor of Finance, Stewardship & Operations.
10. Actively participate in staff meetings, retreats, organizational development days, all-team days, membership meetings and special events designated by Senior Leadership as required

POSITION

Full time permanent

SUPERVISOR

Pastor of Finance, Stewardship & Operations

POSITION SALARY

Within established CSC compensation guidelines