



MINISTRY

OPERATIONS

POSITION

Facilities Operator

POSITION FOCUS

Provide oversight to the ongoing operation and development of buildings and grounds maintenance, renovation and custodial programs at all CSC campus buildings that will ensure 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 (4 years minimum) in the fields of commercial or public building maintenance and renovation, along with purchasing and control methods.
3. Experience in discovering, developing and deploying volunteers.
4. Experience with care taking of grounds and custodial requirements.
5. Understanding of multiple 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.
6. Understanding and experience developing preventative maintenance programs, budgeting, scheduling, planning, and basic contracts and RFP's/RFQ's.
7. Proficient with Microsoft Office, cost estimation, trades training, software based work order systems and OH&S matters.
8. Ability to perform job safety analysis and write risk mitigation procedures.
9. Excellent verbal and written communication skills, including problem resolution skills.
10. Class 5 Driver's License, driver's abstract in excellent condition, and own vehicle for transportation to various CSC campuses.
11. Able to repeatedly lift objects of 23 kg, and rapidly ascend or descend 4 successive flights of stairs.
12. 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.

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. Participate in the established coaching and performance management program.
4. Execute the role to the glory of God, with excellence and an exemplary work ethic.

POSITION EXPECTATIONS

1. Discover, Develop and Deploy volunteers to compliment the staff workforce.
2. Fulfill maintenance, repair and job planning duties for the organization at multiple CSC campuses, involving buildings, grounds and custodial functions.
3. Track activity and costs, develop budgets and plans, and allocate resources for successful execution.
4. Adhere to all legislative and organization requirements to create a safe and clean space for staff and the attending public.
5. Participate in safety, spiritual and job function training, and train other staff in safe practices.
6. Be a point of contact with ministry teams, skilled trades and vendors.
7. The work schedule will vary, including daytime, evenings and weekend work, as well as on call duty.
8. Fulfill other duties as requested by the Facilities Manager.
9. 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

Facilities Manager

POSITION SALARY

Within established CSC compensation guidelines