**CIBOLO CREEK COMMUNITY CHURCH**

JOB DESCRIPTION

**JOB TITLE**

Facilities Manager

**PURPOSE STATEMENT**

The Facilities Manager helps fulfill the purpose of Cibolo Creek Community Church by ensuring the facility and equipment resources of the campus are managed in a manner that helps fulfill our stated purpose and that all ministries physical needs are met to facilitate the increase of our church’s capacity to help people become more like Christ.

**REPORTS TO:**

Executive Pastor

**RESPONSIBILITIES:**

Oversee the physical plant operations of Cibolo Creek Community Church facilities, to include but not limited to oversight and regular maintenance & preventive maintenance for the following services/systems:

* Garbage collection
* HVAC
* Irrigation
* Septic/Waste water
* Plumbing
* Mechanical and Electrical systems

Physical Plant oversight also includes the following:

* Supply acquisition (paper goods/toiletries, etc.)
* Landscaping – mowing/edging, tree & shrub trimming
* Pest Control
* Lighting
* Parking Lot maintenance
* Carpets, floors, doors
* Appliances

Oversee the development and implementation of maintenance records and file systems to coordinate with all suppliers, and vendors.

Identify, empower, equip and lead teams of volunteers and volunteer teams who will shoulder the various facility related responsibilities crucial to the church’s effectives operation.

Oversee the readiness of all space and equipment (excluding A/V) needs for all events of Cibolo Creek Ministries

Oversee the coordination of all aspects of non-Cibolo Creek events concerning space and equipment (excluding A/V) needs for all other approved use/rental of Cibolo Creek facilities.

Collaborate with the Executive Pastor on all aspects of the budgeting process for the facilities ministry.

The Facilities Manager will attend to other duties as described by the Executive Pastor to the fulfillment of the church’s Vision, Mission, and Purpose.

**WORK SCHEDULE & COMPENSATION:**

Part Time - 20 hours per week / $30 per hour

Flexible office hours based on Church needs.

Employee Benefits not available.

**PREFERED QUALIFICATIONS:**

* Facilities management experience
* Strong organizational and problem-solving skills, attention to detail
* Effective communication and maintain strict confidentiality.
* Team Player.

**ABOUT CIBOLO CREEEK COMMUNITY CHURCH**

* Cibolocreek.com

Qualified candidates can submit their resumes and documents to: [resumes@cibolocreek.com](mailto:resumes@cibolocreek.com)