

Building/Grounds Coordinator

Full Time (40 hrs/week)



Role Overview

The Building and Grounds Coordinator at Christ The Rock ensures that the building and grounds of the church are well maintained and in safe and useable condition. This individual will build teams and work with contractors to meet the needs of the church.

Qualifications

- Knowledge and experience with building systems and equipment (mechanical – HVAC, electrical, plumbing, lighting, security, etc.)
- Knowledge and experience with grounds care needs and equipment (landscaping, snow/ice removal, parking lot/sidewalk repairs, lawn care, pond care, water flow, animal control, etc.)
- Experience with building, remodeling and repairs (construction, painting, tiling, doors, windows, locks, etc.)
- Leadership ability to build, manage and care for teams
- Good communication and people skills
- Passion to serve God personally and with others – Spiritual Gift of Service would be ideal
- Strategic planner
- Problem solver
- Ability to develop and work within a budget
- Ability to plan projects and workload and manage time well for self and others on team
- In agreement with CTR's Mission and Vision and in alignment with CTR's Values
- Mature Believer and Disciple Maker; knows and follows Jesus, is being changed by Jesus and is committed to the mission of Jesus

Responsibilities

- Build volunteer teams
- Work with contractors (HVAC, pond care, security, sprinkler system, etc.)
- Research new ideas and resources
- Recommend annual and long-range goals and activity plans
- Work with the Support Team to identify priority building and grounds projects
- Work with the team to approve support positions and assign staff and leaders to work on specific projects
- Propose new staff hires for building and grounds area based on need
- Recommend annual budget
- Modify budgeted expenditures inside of the ministry budget up to a limit of 10% of the approved budget
- Work with the Support Team Leader to assign lines of authority within the Building and Grounds team and work to empower leadership to lead and volunteers to serve
- Oversee mechanical, electrical, plumbing and lighting systems
- Oversee grounds care (landscaping, snow/ice removal, parking lot/sidewalk repair, lawn care, pond care, water flow, animal control)
- Maintain/care for assignment equipment (trucks, lifts, snow blowers, lawn mowers, etc.)
- Perform carpentry work while maintaining and repairing building and facilities
- Remodel and repair (cabinets, furniture, doors, locks, windows, walls, tile, etc.)
- Provide supervision to less skilled workers
- Perform/supervise all types of painting work

- Outsource elevator maintenance, keep up with required safety inspections
- Oversee security systems
- Minimize the energy use in the facility to reduce operating costs
- Maintain comfortable building ambient conditions
- Maintain health and safety within the building and on the grounds
- Work with coach to develop annual growth plan

Availability: 40 hours per week. Flexible scheduling based on the needs of the church. Office hours to be determined in conjunction with Team Leader.

Required Meetings: Support Team Meetings, Staff Meetings, Monthly Coach Meetings, Supervisor Meetings, and Discipleship Group

Reports and is accountable to: The Support Team Leader

Updated 8/4/21

Application Instructions:

Visit our website to complete the on-line application www.christtherock.org
or contact Jennifer Schmalz at jschmalz@christtherock.org