



## LEADERSHIP POSITION DESCRIPTION

### SITE MANAGER

**ACCOUNTABLE TO:**

Executive Director

**PURPOSE:**

The role of the Site/Maintenance Manager is to plan, organize, implement and supervise the systems, processes, duties and responsibilities to ensure that all of the Centerpoint campuses (building and grounds), including The Point, are properly maintained and mechanical systems run effectively & efficiently at all times. The Site/Maintenance Manager supervises the facilities team and supports them in their work.

**SCOPE:**

1. Responsible for the maintenance, repair and replacement of all machinery and equipment.
2. Perform and supervise custodial functions.
3. Supervise maintenance of building and grounds.
4. Perform and oversee set-up and tear-downs.
5. Perform and oversee inventory management and ordering of supplies.
6. Directly supervise all members of the facilities team.

**JOB STATUS:**

Full time (45-50 hours per week) May include nights and weekends.

**QUALIFICATIONS:**

- Associate's Degree, Licensed or certification in a related field
- At least 5 years of mechanical maintenance experience
- Strong mechanical aptitude
- Experience with reading blueprints
- Experience managing teams
- Proficient in Microsoft Office programs

**PERSONAL TRAITS:**

- Initiative, perseverance, flexibility
- Strong organizational skills
- Strategic thinker

**PRIMARY DUTIES AND RESPONSIBILITIES:**

Managing and maintaining the buildings and grounds of the Centerpoint campus requires an ongoing focus on several critical items, those being:

1. Maintain and develop a trained staff of facilities personnel and work closely with specialty service providers to keep the quality and timeliness of facilities maintenance consistently adequate.
  - a. Evaluate effectiveness of the Facilities Team through use of a monthly facilities survey.
    - i. Put forms in ministry leaders' mailboxes the 1<sup>st</sup> of every month. Provide due date. Collect and discuss forms with supervisor.
    - ii. Respond to ministry leaders as needed.

- b. Monitor actual performance against expectations.
  - c. Write annual reviews of facilities team members.
  - d. Report status to supervisor at least monthly.
- 2. Keep the facility clean and well kept at all times. This involves identifying all of the tasks required to do this, and providing oversight to a facilities team to accomplish them.
  - a. Create a cleaning schedule that maintains a clean facility and provide oversight to the facilities team that implements it.
  - b. Assess and clearly communicate weekly expectations, tasks and responsibilities to facilities team.
  - c. Monitor actual performance of facilities team members against expectations.
  - d. Assist with cleaning tasks as needed.
  - e. Report status to supervisor at weekly meetings.
- 3. Schedule and coordinate the set-up and tear down of tables, chairs, desks and other furniture for the daily activities and the special events hosted by the Church including night meetings, weddings, funerals, receptions, ministry events and community events.
  - a. Obtain set-up requirements in writing from all users of the campus using the Facility Reservation/Set-Up Form. Modify the form and processes as needed.
  - b. Assign set-up and tear down tasks to facilities team members and monitor for completion. Assist with set-up and tear down as needed.
  - c. Check in regularly with ministry leaders to determine how to best meet their ministry needs.
- 4. Maintain the building exterior and grounds of the campus – parking lots, driveways, roofs, lighting, signage, exterior drainage systems, fascia, storage facilities, and landscaping.
  - a. Assess the exterior of the building and grounds weekly to determine needs and assign tasks to facilities team members, volunteer lawn or beautification teams accordingly.
  - b. Determine which projects should be outsourced and work with the Executive Director to contract them out.
  - c. Clearly communicate duties and assignments to staff and outsources.
  - d. Assist with external building and grounds tasks as needed.
  - e. Work with Executive Director to formalize any contracts or agreements with outsources.
  - f. Monitor actual performance against expectations.
  - g. Report status to supervisor at weekly meetings.
- 5. Grounds: Supervise volunteer lawn care team and recruit new members as needed.
  - a. Develop a Site Beautification Team responsible for planting, weeding, trimming, etc.
  - b. Work with the Executive Director to contract parking lot snow removal.
  - c. Create and implement a plan for snow removal from sidewalks during regular office hours and for all services and events.
- 6. Perform, or coordinate the performance of all manufacturers' required preventative maintenance and equipment care – vehicles, lawn care equipment, HVAC systems, mechanical systems, electrical systems, safety and security equipment and systems, and water and sewer systems.
  - a. Create a campus-wide preventative maintenance schedule that identifies all manufacturers' required or suggested activities for keeping our machinery and equipment in optimal running condition.
  - b. Perform machinery and equipment maintenance, repair, and replacement in a timely manner.
  - c. Service and repair cleaning and maintenance equipment and machinery and perform minor routine painting, plumbing, electrical and related activities.
  - d. Train members of the Facilities Team to operate temperature controls and to address fire alarm issues.
- 7. Eliminate unnecessary consumption of electricity and natural gas.

- a. Arrange for a review of energy consumption. Evaluate and upgrade thermostatic controls as necessary.
  - b. Study the HVAC infrastructure and add or eliminate components as needed to become more energy efficient.
- 8. Keep an adequate inventory of common cleaning supplies and kitchen products.
  - a. Evaluate effectiveness of products used and make changes as needed.
  - b. Optimize, on a time/cost basis, inventory levels and protect against theft.
- 9. Attend large event planning and event evaluation meetings as requested.
  - a. Do frequent walk-throughs with event leader prior to each event to ensure expectations have been clearly communicated.
  - b. Evaluate the effectiveness of facilities response of support for each large-scale event within one week of each event.

**Personal and Professional Growth in Leadership and Discipleship:**

- 1. Maintain a vital and growing personal walk with the Lord through committed Bible study, prayer, and meditation.
- 2. Seek and develop a relationship with a personal mentor/accountability partner.
- 3. Develop personal evangelism opportunities within and outside of the church.
- 4. Fully engage in staff conferences, retreats, discipleship initiatives, and church-wide events at the request of the Leadership Team. Participate in 3dm discipleship training (huddle) and reproduce the model with team leaders.
- 5. Pursue self-initiated professional growth through reading relevant materials and researching and attempting new strategies for reaching primary objectives in ministry.
- 6. Financially support the works of ministry of Centerpoint Church.
- 7. Maintain proper priorities in your personal life, setting appropriate boundaries as necessary.

**Other Responsibilities:**

- 1. Attend weekly worship services and attend staff prayer meetings.
- 2. Abide by the Centerpoint Staff Covenant and Employee Policy Manual.
- 3. Demonstrate a willingness to submit to others out of reverence to Christ as stated in Ephesians 5:21.
- 4. Demonstrate a commitment to handling conflict biblically, following principles in Matthew 18.
- 5. Regularly communicate with staff, volunteers, and the congregation in written form.
- 6. Punctually attend all staff meetings, scheduled supervisory meetings, and staff building events.
- 7. Respond in a timely manner (within 24 hours) to ministry related electronic, telephone, or personal contact.
- 8. Give full support to the General Operating Budget of Centerpoint Church and avoid soliciting or expending funds not previously authorized.

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 Signed  
*Approved by the Executive Team,* \_\_\_\_\_  
 2/15/2018

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 Date