



## **JOB DESCRIPTION**

### **Maintenance and Grounds**

Facilities Team

Executive Office

Reports To: Assistant Facilities Team Leader – Maintenance and Grounds  
Category of Employment: Support Staff, **Full-Time**  
Payroll Status: Salaried, Exempt  
Office Hours: **Minimum of 40 hours per week**

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*The mission of Compassion Christian Church is to lead people to a life-changing relationship with Jesus Christ.*

### **Job Summary**

To further the mission of the Church by effectively overseeing facility management procedures specific to Maintenance and Grounds disciplines.

### **Minimum Qualifications**

1. **Experience:** Must have five (5) years of ministry related experience with programs related to facilities management.
2. **Education:** Minimum of a bachelor's degree from an accredited college or university preferred. Consideration will be given to candidates having experience and demonstrated proficiency in field.
3. **Knowledge, skills, and gifts:** Candidate must exhibit excellent computer knowledge, experience and proficiency with Microsoft Office applications including Word, Outlook, Excel, Publisher and PowerPoint. Candidate must exhibit excellent leadership, organizational and interpersonal relational skills. Candidate must be tried and proven in ministry and have a passion to share Jesus. Candidate must demonstrate a Christ-like attitude in words and actions, being able to work with a wide variety of people. Candidate must be able to problem solve, maintain and protect confidentiality, and have excellent written and verbal skills. Must be a motivated and effective recruiter and manager of volunteers.
4. **Physical Demands:**
  - a. May be called upon for lifting (up to 50 pounds), pulling, bending, carrying, and pushing as needed to set up activities and events.
  - b. Operation of church vehicles.

### **Expectations**

1. Exhibits a meaningful and growing personal relationship with Jesus Christ.
2. Engages in a regular and ongoing (meeting at least monthly) accountability relationship with a staff partner or other approved person.
3. Recognizes that our work is important and deserves our very best.

### **Conditions of Employment**

1. Models the Biblical standard of personal conduct and lifestyle.
2. Supports and adheres to the Mission, Vision, Values, and Philosophy of Ministry of CCC, including the CCC Statement of Faith.
3. Supports and adheres to the CCC Policies and Procedures Handbook.
4. Must be an active, participating member of Compassion Christian Church or another Bible-believing church.

**Duties and Responsibilities (Essentials)**

1. General staff responsibilities:
  - Provide leadership in meeting team/ministry goals, and objectives and provide organizational structure for the Facilities Team – Maintenance and Grounds.
  - Assist in recruiting, training, scheduling, equipping, and supervising of volunteers for the ministry.
  - Maintains and monitors appropriate budgetary controls.
  - Facilitate open lines of communication between members of team.
  - Participation in monthly "All-Staff Meetings", as well as called departmental meetings, and other required staff events
  
2. Specific ministry duties and responsibilities:
  - Follow the master plan for cleaning and maintaining the building in good repair; e.g., HVAC system, painting, floor covering replacement, etc.
  - Assist in monitoring heat and air conditioning as needed to keep the building at a comfortable temperature during facility use.
  - Serve as an alternate contact person for the security/fire alarm system.
  - Assist in maintaining the security of the building.
  - Assist in the coordination of vehicle check-out and return. Assist in scheduling regular vehicle cleaning and maintenance.
  - ∓ Insure grounds are cared for on a regular schedule to insure proper maintenance and appearance.
  
3. This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, additional duties may be assigned.

**Performance and Evaluation**

Success in the position will be measured according to the performance assessment tool approved by the Executive Pastor. Performance will be evaluated in relevant areas, including but not limited to: completion of ministry goals and individual tactics, communication, teamwork, leadership, creativity, responsibility, self motivation, attitude, and potential for growth.

**Employee Acknowledgement**

My signature will acknowledge that I have read and understand the above Job Description. Further, I understand that this Job Description provides position essentials and the general duties, responsibilities, and specifications of the position; that it may be changed at any time to meet the needs of CCC; and, that it in no way constitutes an employment contract or otherwise alters my "employment at will" relationship with Compassion Christian Church.

Printed Name of Staff Member:

\_\_\_\_\_  
**Signature of Staff Member**

\_\_\_\_\_  
**Date**

Job Description Approved: \_\_\_\_\_ (HR Initials) \_\_\_\_\_ (DH Initials)

*Reformatted 02/21/17*