

Facility Manager
Cuyahoga Valley Church, Broadview Heights Campus
Full-time position



MINISTRY SUMMARY

Ministry Vision: Inviting people to new life in Christ.

Overall Ministry Objective: Serving God through the ongoing operation and maintenance of the CVC Broadview Hts. campus and assisting in coordinating the operational and maintenance efforts at the Brunswick campus.

Ministry Goals: To serve Jesus and one another by maintaining the physical CVC facility in a God honoring way.

POSITION DESCRIPTION

Principle Function:

The Facility Manager is responsible for the overall safety, maintenance, and repairs of the Broadview Hts. building and grounds and the general preparation and set up of the rooms. This position also assists in coordinating the operational and maintenance efforts at our Brunswick Campus.

Accountability:

This position works with and is responsible to the Pastor of Administration (Gregg Jacobsen).

Responsibilities:

- Enthusiastically support the overall mission, vision, values, and strategies of CVC.
- Ensures that the building and grounds are safe, clean, in-compliance, and ready to be used for ministry based on the facility usage schedule.
- Manages the custodial staff, including developing staffing schedules.
- Training and equipping the custodial staff, providing spiritual shepherding, providing oversight and encouragement, and monitoring performance, managing the staff to ensure that the workload.
- Works with internal ministry leaders and external ministries to ensure their needs are being met from a facility standpoint.
- Shepherds volunteers as they help to maintain, set up, use and tear down the facility.
- Works closely with the Facility Coordinator to understand room usage and room set up/preparation.
- Coordinates and assists in the room set ups (chairs, tables, AV)
- Develops the annual budget in conjunction with the Pastor of Administration and manages monthly expenses to be at or under budget.
- Oversees the purchasing of custodial and hospitality supplies.
- Perform facility repairs (or hires contractors to perform the repairs) - plumbing, electrical, painting, drywall, HVAC, etc.
- Secures competitive bids on any repairs that cannot be handles in-house and for major repairs (HVAC, parking lot).

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- Performs cleaning and maintenance on the inside and outside of the building based on custodial staffing schedule, including:
 - general cleaning of rooms and offices
 - cleaning restrooms
 - vacuuming and shampooing carpets
 - mopping tiled floors
 - cleaning windows
 - snow removal
 - lawn/yard maintenance
 - general maintenance on the mechanical (HVAC) systems
- Coordinates and monitors outside vendors (e.g., snow plowing, pest control)
- Ensures that CVC is in compliance with the regulatory agencies (e.g., back flow inspections, fire inspections, wetlands inspections, elevator inspections) (Agencies: EPA, Corp of Engineers, City of Broadview Hts., Soil and Water District, State of Ohio)
- Develops written procedures for all facility and custodial work processes.

Suggested Skills and/or Experience:

- Gifts - Helps
- Skills - general "handyperson" (cleaning, carpentry, electrical, plumbing, fix-it) and general administration. Must be able to lift 50 lbs.

Estimated Time Commitment:

Full time position 40 hours per week. Work schedule will fluctuate based on facility needs. Need the flexibility to be able to work weekends, evenings and holidays.

Anticipated Benefits:

This is a paid position that includes sick time, paid holidays, vacation time based on accrued seniority.

Contact:

If you have an interest in this position or would like additional information, please submit your resume electronically to:

Gregg Jacobsen
gjacobsen@cvconline.org