



Denver Community Church Position Description

Title: Facility Manager

Reports to: Administrative Pastor

Revised as of: September 2019

Function – To steward the physical assets of Denver Community Church by managing the cleaning, security, maintenance and projects of all DCC buildings, so that they meet the needs of the community.

Responsibilities

- Ability to clearly and accurately diagnose and communicate facility needs
- Proactively seeks to resolve any and all facility issues in a timely manner
- Lead and disciple the Facility Team including Facility Deacons and volunteers
- Ability to perform basic handyman services including, but not limited to, drywall repair, paint, plaster, basic electrical, basic plumbing and basic HVAC repairs
- Make analytical decisions based on available information while honoring the needs of the community and budget concerns
- Ability to work nontraditional hours as needed
- Perform quality control to ensure cleaning, upkeep and safety standards are maintained and efficiencies are discovered
- Oversee the janitorial needs of the facilities, including regular check-ins with current vendor
- Manage all vendor activity which includes the scheduling of repair and maintenance needs as required
- Be the point of contact and primary responder for our alarm systems
- Monitor ongoing system performance (HVAC, electrical, Security/Video, etc.) seeking efficiencies in operations
- Coordinate and collaborate with Administrative Pastor on the implementation of new building projects
- Maintain grounds of facility including snow removal
- Ensure facility is in compliance with all local, state and federal regulations
- Perform additional duties as assigned by manager

Qualifications

- A follower of Jesus
- In agreement with the Apostles Creed
- Intentionally pursue vulnerable, authentic community
- Supportive and loyal to those within DCC Leadership
- Possess a spirit of cooperation, teamwork and teachability
- Self-Management revealing genuine service
- Effective communicator and trainer



- Excellent skills in leadership and shepherding
- Excellent skills in conflict management (intentionally faces conflict)
- Participant on the Ministry Team
- Embody the mission and vision of Denver Community Church
- Ability to manage/prioritize multiple tasks concurrently
- A healthy sense of humor
- Computer skills such as Microsoft Office, Publisher, PowerPoint and Adobe
- Demonstrate healthy interpersonal interactions and relationships with DCC Leadership and the broader DCC Community
- Demonstrate stewardship in facility management
- Excellent project management skills

Experience

- Education: High School Diploma or GED required
- Associate's or Bachelors degree preferred
- 3+ years of facility management experience
- Working knowledge of electrical, mechanical and HVAC Systems

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position.

Associate Acknowledgement:

I acknowledge that I have received a copy of this job description and that it is my responsibility to read and understand it. I certify that this current job description accurately describes the primary duties of my job as I am to perform it. If I have any questions about this job description or my job duties at any time during my employment, I understand that I should ask my Manager.

Printed Employee Name

Date

Employee Signature