



JOB DESCRIPTION

Position Title: Campus Operations Manager
Reports To: Campus Pastor

Campus: Gilbert
Status: Full-time

Position Summary: The Campus Operations Manager is responsible for the facility and grounds management and holds in high value to rightly position the entire campus experience to be extraordinary and engaging for everyone who steps on the property. This position is responsible for ministry support, weekend service needs and requirements and able to, at times, accomplish this through the leading all staff, volunteers and contract maintenance. This position, in partnership with the Campus Pastor, will manage the vision for projects and renovations that expand ministry capabilities on a campus.

This position is connected to the faith and ministry of the church and moves forward the mission and vision of Central Christian Church.

Responsibilities:

- Campus operations for safety, beautification and maintenance of all buildings and grounds
- Develop and maintain a schedule of infrastructure needs for routine maintenance and care that ensures ministry support
- Provide supervision, leadership and discipleship to other Campus Operations staff members
- Develop and lead a team of volunteers to support all aspects of campus operations
- Manage budget with careful oversight and planning to ensure all goals are met throughout the year
- Oversee scheduling of room set up and tear downs to support ministry needs
- Manage construction projects to a successful completion—meeting schedule and budget parameters
- Partner with staff to develop priorities for an excellent campus experience
- Other duties as assigned

Knowledge, Skills and Experience Required:

- Degree in engineering or construction management is desirable but not required
- 5+ years' experience in leading and executing maintenance activities in an industrial or commercial setting
- Ability to lead teams to accomplish campus maintenance tasks
- High level of interpersonal communication and administration skills needed
- Able to work independently as well as contribute to team success

Competencies:

- **Drives Results**
 - Consistently achieving results, even under tough circumstances. Holding self and others accountable to meet commitments.
- **Plans and Aligns**
 - Planning and prioritizing work to meet commitments aligned with Central's goals. Knowing the most effective and efficient processes to get things done, focusing on continuous improvement.
- **Builds Effective Teams**
 - Building strong-identity teams that apply their diverse skills and perspectives to achieve common goals. Recognizing the value that different perspectives bring to an organization.
- **Resourcefulness**
 - Securing and deploying resources effectively and efficiently. Taking on new opportunities and tough challenges with a sense of urgency, high energy and enthusiasm.

Role model in personal life:

- Must align with the mission, vision, and values of Central Christian Church and be committed to doing Central no harm.
- Growing in your personal relationship with Christ, including participation in the Rooted discipleship program.
- Develop personal evangelism opportunities within and outside the Church.

Model biblical integrity in all things:

- Adhere to and encompass the qualities and characteristics required of Central Christian Church employees, defined by the Staff Handbook that reflect the character of Jesus Christ.
- Financially support the vision of Central Christian Church by faithfully giving at least 10% of gross income.
- Be an active Owner at Central Christian Church, making every effort to uphold the mission and core values of Central.

Physical Requirements: While performing the duties of this job, the employee is occasionally required to stand, walk sit; use hands to finger handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear. The employee must occasionally lift or move up to **twenty-five** pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.