



ROLLING HILLS COMMUNITY CHURCH

FACILITIES MANAGER

Franklin

RELATIONSHIPS

DIRECT

Lead Pastor of
Business Operations

GIFT/SKILL SET

Leadership
Communication
Organization

COMPENSATION

Full-Time
45-50 Hours Per Week
Includes Benefits

OBJECTIVE

Responsible for maintaining and overseeing the facilities of all campuses, both interior and exterior, including working with all tenants, to ensure a great environment for ministry and business.

EXPECTATIONS

- Live an exemplary life modeling the call, character and competencies of a follower of Jesus Christ.
- Be a servant leader to the staff and church body.
- Grow personally in his/her own leadership and competencies.
- Be involved in the overall life of the church body as a partner of Rolling Hills and by participating in Community Groups and other church-wide events and functions.

RESPONSIBILITIES

- Oversee all activities that take place inside the buildings or outside on the grounds.
- Oversee work of staff team members.
- Recruit, train and empower volunteers for assistance.
- Make sure buildings are clean, set up and ready for all weekly programming and outside events.
- Help install and maintain seasonal, campaign and sermon-based decor.
- Enlist and supervise the cleaning of the buildings.
- Develop maintenance schedules, including deep cleaning, for buildings and equipment.
- Oversee normal church construction projects as necessary.
- Be the point person for the fire and safety of the facilities, including maintenance of alarm equipment.
- Make sure the landscaping of the buildings is excellent.
- Keep facilities in compliance with local and state codes.
- Coordinate with a security company, police and in-house security and parking teams to ensure safety of the facilities and all the people on campuses.
- Coordinate with vendors for services and supplies.
- Work with Communications Director on building needs for outside rentals.
- Ensure cleaning coverage on weekends as needed.
- Other duties as assigned by supervisor and Executive Pastor.

TENANTS

- Foster a positive relationship with all church tenants.
- Be responsible for maintenance in the tenant spaces.
- Understand provisions and terms of tenant leases.
- Be responsive to tenant requests.

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QUALIFICATIONS

- Minimum of 5 years in similar role of facilities supervision.
- Able to perform general maintenance and repairs.
- Available on an on-call basis in a crisis or emergency.

APPLY

Fill out and attach your resume to [this application](#).