

RockPointe Church

Role Description

Facilities Manager

Role Summary



This position will be of interest to those with a passion for the day to day facility operations of all RockPointe Sites. This includes facility management systems and procedures, budget management, emergency preparedness, regulatory compliance and the general upkeep and maintenance of physical assets. Additionally, this includes an emphasis on leading the custodial team and building volunteer teams to assist with facility needs.

Team(s)



There are two teams that this role has critical interaction with:

The Operations Team:

The Operations Team oversees and manages the financial health, administrative needs, IT & AV Technical Dept's, Rentals as well as the physical assets of RockPointe Church.

The Property Stewardship Team:

The Property Stewardship Team is comprised of volunteers who endeavor to steward the land, property and physical assets of RockPointe church.

Key Responsibilities



Facility Management - 50%

Set Up & Tear Down:

- o Oversee & practically assist with the set up needs of ministries, services & events

Facility Oversight:

- o Provide leadership & oversight of all maintenance & repair
- o Ensure the cleanliness of all RockPointe facilities
- o Monitor all RockPointe service contracts (snow removal, inspections, HVAC, fire prevention, etc.)
- o Assist with the development & management of the long term facility repair/replace schedule
- o Address any repair & maintenance needs that are within your own skill set
- o Attend to facility emergencies (power outages, etc.)
- o Provide leadership to any renovation or facility upgrade projects

Budget Oversight:

- o Assist with preparing and managing the Facilities & Replace/Repair Fund budgets for all sites

Risk Management & Emergency Preparedness:

- o Provide a safe and healthy environment; ensuring regulatory compliance, maintaining security processes & facilitating training as appropriate
- o Support (and assist with updating) emergency management plans and procedures
- o Assist the OHS team with facility inspections and incident management/response

Facilities Team Leadership - 15%

- o Lead the facilities staff team, providing direction and ensuring daily tasks and needs are managed and implemented
- o Train & develop staff reports to maximize their potential
- o Build and maintain effective working relationships with your team, other RockPointe staff, vendor contracts, volunteers & local government and businesses

Volunteer Leadership - 25%

- o Develop and implement a volunteer system for facility maintenance, upkeep & repair. Ensuring the Freedom to Care Act (Alberta) and insurance liability obligations are carefully adhered to.

- o Build, train and empower teams of RockPointe volunteers to address basic facility needs within their scope of ability, and in balance with the above.

Participate on the Property Stewardship Team - 5%

- o Collaborate alongside other RockPointe volunteers in the stewardship of property, land and physical assets.

Participate on the Operations Team - 5%

- o Collaborate alongside other Operations Team members, championing the facilities portfolio.

Role Specifics



FTE - 1.0 (Full Time - 40hrs/week)

Supervisor - Pastor of Ministry Support

Office Location - RockPointe Church (Bears paw Site)

Special Notes

The success of this role will depend on the applicants commitment to:

- o The core values & practices of RockPointe Church
- o Building, training and releasing volunteers & volunteer teams
- o Adhering to RockPointe policy & procedure

***This position will remain open until a suitable candidate is found.**

***If this opportunity interests you, please forward a resume to office@rockpointe.ca**