

Principal Function:

The Campus Administrator shall be responsible to the Pastor for the maintenance of all church buildings, grounds and equipment. In addition, the Campus Administrator supervises maintenance contracts and volunteer help for maintenance projects and special events working with the church staff to facilitate the programs of the church. The position is intended to be a supervisory position, but the administrator must be able perform all necessary duties in the absence of volunteer help.

Qualifications for the Position:

The Campus Administrator is required to have a working knowledge in the methodology of facility maintenance and be familiar with general maintenance operations. The position requires the ability to plan, conduct, supervise, and evaluate a program of facility and equipment maintenance.

Requirements of the Position:

1. Recruit, train, and work with volunteer teams to maintain and care for the church campus.
2. Conduct scheduled daily, weekly, monthly, and annual facility cleaning operations.
3. Conduct scheduled daily, weekly, monthly, and annual maintenance of Church Grounds.
4. Develop a systematic maintenance routine that engages the talents and abilities of volunteers and create a regular environment of teamwork to maintain the church buildings and grounds.
5. Schedule and oversee maintenance projects as they are approved and funded. Work to ensure the planned maintenance does not interfere with general and special church calendar events.
6. Conduct periodic safety and security inspections. Oversee the correction of routine problems; recommend corrective action and budgets to Pastor for major items.
7. Plan, conduct, supervise, and evaluate a program of systematic maintenance that ensures the church buildings and grounds are safe, secure, and habitable at all times.
8. Obtain bids from multiple contractors/vendors for major maintenance projects.
9. Supervise all contract work on facilities, grounds and equipment.
10. Advise the Pastor of facility and equipment needs and budget requirements.
11. Perform other related duties as assigned by the Pastor.

Abilities and Experience:

The Campus Administrator must be able to perform all of the essential duties of the position with limited supervision and must possess interpersonal skills enabling effective communication both orally and in writing. The position requires the ability to follow oral and written directions and the visual acuity and depth perception to operate equipment and read safety materials as required. Prior experience in a similar position is preferred.

Anticipated Time Commitment:

1. Full-time: 32 hours per week
2. Participate in the coordination and staging and recovery of ministry events on the weekend as necessary
3. Participate in meetings/training: 6-8 hours a month

Conduct:

Act in a professional, Christian manner, in a spirit of cooperation and teamwork, displaying a positive helpful attitude at all times.

Licenses and Certificates:

Requires a valid California Drivers License and a successful background check at the start of employment and at periodically afterward as deemed necessary.