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**Position Title:** Woodmen Heights Facilities Manager

**Hours/week:** 40+ (full-time)

**Reports To:** Campus Pastor and Director of Facilities & Maintenance

**Grade:** Exempt

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**PRIMARY RESPONSIBILITIES:**

1. Accountable for assuring daily setup of facilities as scheduled
2. Stays alert to security and safety procedures/concerns and addresses issues immediately
3. Responsible for the security of the campus, making sure facilities are locked when not in use
4. Responsible for maintaining operational condition of all facilities-related equipment
5. Maintain current and accurate drawings for each campus
6. Ensure Quality Assurance of vendors' performance
7. Clean up as required during work performance
8. Supervise use of Woodmen vehicles
9. Maintain National Institute for Occupational Safety and Health (NIOSH) standards and Material Safety Data Sheets (MSDS)
10. Other duties as assigned

**SKILL/ABILITY/KNOWLEDGE REQUIREMENTS**

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1. An ongoing relationship with Jesus Christ demonstrated by regular prayer, Bible study, and worship attendance
2. A member of Woodmen who supports the church vision and values, as well as contributes time and tithes and adheres to Woodmen's Statement of Faith and all policy and belief documents
3. Associates degree from a 2-year college in a related technical field or a certificate or diploma from a trade school in a related field preferred
4. Five years' experience supervising the maintenance and operation of an office/convention facility
5. Experience with repairs and maintenance of a variety of equipment
6. Ability to work with a diverse group of professionals in a Christian environment
7. Knowledge and experience in project management, minor construction and development of plans
8. Knowledge and experience with NIOSH and industrial safety practices
9. Ability to operate commercial powered equipment, automobiles and trucks (standard and automatic)
10. Must have a valid Colorado Driver License
11. Ability to carry out performance of tasks with a servant's heart
12. Ability to lift and carry up to 50 pounds (e.g., equipment, office supplies, yard equipment)
13. Ability to work in and around facilities, storerooms and maintenance areas in confined spaces and be able to climb heights up to 50 feet
14. Reliable transportation
15. Weekend hours are required