

Camelback Bible Church

Job Description

Title: Facilities Manager

Type: Full time, minimum of 40 hours

Reporting: Reports to and is under the supervision of the Pastor of Music and Administration and is accountable to the Board of Elders.

Summary: This role manages and maintains the building and grounds of the campus in a way that creates an inviting and aesthetically pleasing atmosphere to support gospel ministry for the glory of God. This position includes all building and grounds maintenance such as following a daily schedule of routine tasks, performing repairs and overseeing contracted labor, administrating the managerial aspects of the facilities, and taking initiative for the care of our property.

Duties:

1. **Oversee all facilities needs on campus.**
 - a. Manage and provide ongoing and preventative maintenance
 - b. Supervise all buildings and grounds staff
 - c. Oversee all facility related contracts and budgets
 - d. Ensure Camelback meets all regulations related to facilities, security, and first aid
2. **Manage the church calendar and all set up forms.**
3. **Assist in campus development planning.**
4. **Function as a collegial member of the Staff.**
5. **Perform other duties as assigned.**

Interested applicants may apply by submitting their resume and cover letter to jobs@camelbackbible.com with the subject line "Facilities Manager Position."