

Position Summary

This position is responsible for campus facilities maintenance. This includes oversight of the buildings, grounds, parking lot, equipment, building systems, and general security. It is a part-time role, between 15-20 hours per week.

Position Objective

Ensure campus facilities are fully operational, safe, clean and neat, and prepared for services and other ministry events.

Primary Responsibilities

A. Maintenance

- Maintain oversight of campus maintenance tasks.
- As skilled, perform maintenance tasks; basic carpentry, painting, and building systems equipment (HVAC, electrical, plumbing, mechanical)
- Coordinate campus landscaping activities to maintain overall appearance and safety
- Works with Safety Team to ensure events remain safe and facility functions properly
- Oversight of volunteer staff completing maintenance tasks within required timeframe and quality of work.

B. Campus Oversight/Safety

- Maintain active knowledge of campus activities.
- Ensure general campus activity is operating smoothly, by being highly visible during normal church activities; focused around campus oversight for ministry activities on Sundays from 730a-1230p and Wednesdays from 6p-9p.
- May be required to be on-site for other campus activities, and limited remote support during off hours.
- Manages building alarm system, building keys, ensuring proper access and functionality
- Works closely with Safety Team to ensure staff are visible and protocols are being maintained.

Position will meet the following General Requirements

- Church Participation: Is active as a participant in the regular church activities of Grace Church of Orange as a member and fully embraces the statement of faith, vision, and values of GCO.
- Work Hours: Flexible to meet campus maintenance needs, but typically about 18 hours/week
- Experience: At least multiple years of experience with a proven track record providing maintenance oversight and tasks
- Church Environment: Embraces the advantages and challenges of a conservative, highly relational church community environment.
- Spiritual Gifts: Prominent spiritual giftedness in leadership, administration, service, and compassion.
- Proactive Improvement: Proactively identifies opportunities to organize projects and people (primarily volunteers) to obtain results and prevent problems rather than having to fix them.
- Communication Skills: Demonstrates excellent verbal and written skills, capable of effective communication

Candidate Profile:

A) When thinking about this person's development as a leader, the following would be good clues of a potential match for this role:

- Understands their work is for Kingdom-building purposes. They have a heart for people and aim to use tasks to develop individuals, rather than just using people to accomplish tasks.
- Take delight in seeing people grow and reach their God-given potential.
- Excited about skillfully introducing healthy changes into the work environment to enhance the fulfillment and effectiveness of both the organization and the individuals involved.
- They bring creative ideas to improve the campus and overall operations.
- Demonstrate the ability to accept advice and when to question it.

B) In the following situations, this person might think or respond in these ways:

- Presenting Ideas: They take ownership of their ideas but are flexible and open to feedback.
- Handling Mistakes: When mistaken or misunderstood, they accept responsibility for their shortcomings and respond graciously when confronted.
- Achieving Goals: They are driven to achieve goals, understanding that success and failure are part of the process.
- Analyzing Information: They can make sense of information, think critically about it, and discuss its implications. Their curiosity leads them to see interrelationships and systems behind the information, making them a systems thinker.
- Strategic Thoughts with Tactical/Implementation Thinking: They can seamlessly switch between strategic and tactical thinking and effectively communicate their insights in a meaningful way.
- Resourcefulness: They are confident in their abilities but also value the expertise of others. They proactively identify and leverage the value of subject matter experts both within and outside the organization.

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For Considerations for this position, please email resume and cover letter to:

Keith Bereskin

kbereskin@graceorange.org