



## **Facilities Manager**

**Posting Date:** 07/17/2025

**Job Classification, Status, and Category:** Part Time 25 hours, Non-Exempt, Staff

### **The Purpose Of This Role:**

The Facilities Manager helps fulfill the purpose of Cibolo Creek Community Church by ensuring the facility and equipment resources of the campus are managed in a manner that helps fulfill our stated purpose and that all ministries physical needs are met to facilitate the increase of our church's capacity to help people become more like Christ.

### **Primary Responsibilities:**

- The person in charge of operating and maintaining buildings and of Cibolo Creek Community Church facilities, to include but not limited to oversight and regular maintenance & preventive maintenance for the following services/systems:
  - Garbage collection
  - HVAC
  - Irrigation
  - Septic/Waste water
  - Plumbing
  - Mechanical and Electrical systems
- Physical Plant oversight also includes the following:
  - Supply acquisition (paper goods/toiletries, etc.)
  - Landscaping – mowing/edging, tree & shrub trimming
  - Pest Control
  - Lighting
  - Parking Lot maintenance
  - Carpets, floors, doors
- Maintaining and repairing buildings and equipment.
- Ensuring lighting, heating, air conditioning and ventilation systems are operating properly.
- Supervising the design and upkeep of the facilities' grounds and landscaping.
- Overseeing the development and implementation of maintenance records and file systems to coordinate with all suppliers, and vendors.
- Identifying, empowering, equipping and leading teams of volunteers and volunteer teams who will shoulder the various facility related responsibilities crucial to the church's effective operation.
- Responsible for the readiness of all space and equipment (excluding A/V) needs for all events of Cibolo Creek Ministries
- Responsible for the coordination of all aspects of non-Cibolo Creek events concerning space and equipment (excluding A/V) needs for all other approved use/rental of Cibolo Creek facilities.
- The Facilities Manager will attend to other duties as described by the Executive Pastor to the fulfillment of the church's Vision, Mission, and Purpose.

### **Preferred Qualifications**

- Facilities management experience
- Strong organizational and problem-solving skills, attention to detail
- Effective communication and maintain strict confidentiality
- Team Player

### **Schedule**

- 25 hours per week with flexible office hours based on Church needs
- Employee benefits not available.

Qualified candidates can submit their resumes and documents to: [resumes@cibolocreek.com](mailto:resumes@cibolocreek.com)