



## **Position Description**

**Title:** Facilities Manager  
**Department:** Property Management  
**Target Hire Date:** August 15, 2021

### **Summary:**

The facilities manager will provide facility services for COTC Downtown, ensuring all needs align with COTC service/event requirements and alignment with Rocketown policy.

### **Required Competencies:**

A successful candidate understands the COTC culture, is proactive, meets deadlines, maintains confidentiality, communicates effectively, performs tasks to ensure workflow runs smoothly and possesses the necessary relational skills (i.e., emotional intelligence, communication, and conflict resolution) needed to navigate the organization's needs and requests.

### **Essential Duties and Responsibilities** (Other duties may be assigned):

- Oversee the Set-up and Teardown of all COTC Downtown Events
- Leverage volunteers and contractors for the Rocketown Skate Park and Auditorium on Sundays
- Manage the equipment usable for COTC Downtown Events, including but not limited to Sunday services
- Cultivate a pleasant experience of serving with the Facilities team at COTC
- Keeps storage areas organized and accessible, offering creative solutions for growth
- Ensures that COTC remains faithful tenants by caring for the Rocketown spaces
- Communicate well with the COTC Downtown staff
- Function as an off-site equipment manager for special events as needed

### **Qualifications**

A Christian in submission to the authority of the Scriptures and the Holy Spirit, as evident in lifestyle. Represents and upholds the mission, vision, and culture of Church of the City by demonstrating a strong work ethic, positive attitude, and learning posture.

The criteria listed below represent the knowledge, skill, experience, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Qualifications include but are not limited to:

**Education:** A High School Level education, or its equivalent preferred.

**General Skills:** Must have the ability to lift heavy objects and spend time on their feet; strong organizational skills and high attention to detail; strong communication skills; ability to adhere to deadlines and execute on tasks; effective time management skills; ability to work well in teams; demonstrated ability to be innovative and suggest changes/improvements within the scope of work; anticipate needs and create efficient and effective processes; self-motivated and takes responsibility/ownership of tasks; demonstrates flexibility and adaptability to changing situations; demonstrate a high level of customer service, friendliness, and etiquette consistent with the culture of the organization.