

# CEDARCREEKCHURCH

**Position Title:** Sr. Director of Safety and Facilities **Department:** Ministry Services  
**Reports to:** Exec. Director of Ministry Services **Campus/Team:** Facilities  
**Average Hours Per Week:** 40 **Salary/Hourly:** Salary

## Position Summary:

The Sr. Director of Safety and Facilities is responsible for developing the strategy and standards for safety, security and facilities throughout CedarCreek. Working to make sure that the church facilities are maintained in a safe and cleanly manner, while addressing facility needs and upgrades in line with the overall church budget.

## Position Responsibilities:

- Develop the strategy and standards for
  - Campus Safety (Security) Teams
  - Campus Facility Directors
  - Building monitoring and access
  - Maintenance schedules, timelines and best practices
- Lead the Central Support Facility Team
- Ministry Director for Campus Facility and Safety Teams
- Establish and maintain ongoing relationships with contractors
- Establish and maintain ongoing relationships with church attenders who are able to serve the church in their area of expertise
  - i.e. Contractors, Architects, Engineers, Commercial Real Estate Agents, etc.
- Establish and maintain overall knowledge of facilities condition and current needs
- Provide support and insight on the spending of capital improvement dollars
- Lead larger scope projects – i.e. Buildouts, Remodels, etc.
- Ensure project timelines are met and work is performed as needed
- Assist and provide perspective on additional property acquisition
- Work with Campus Teams to make sure maintenance, permits and inspections happen as needed

## Position Requirements:

- Alignment with the CedarCreek Cultural Values
- Current or future member at CedarCreek Church
- Set up effective staff and DreamTeam trainings
- Manage multiple project timelines and keep team members on schedule while meeting deadlines
- Keep up on knowledge of industry-specific practices, tools and language
- Work with staff and DreamTeam to help accomplish projects
- Work in collaboration Campuses and Ministries to fit the best overall solution and timeline for projects
- Able to communicate a message forward – written and verbal
- Any additional requirements set by Direct Report, Executive Director, and/or Elders

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## Beneficial Skills:

- Facility maintenance experience
- Construction or skilled trade experience
- Track record of:
  - Successful project management
  - Leading productive teams
  - Organizing Information

## Attributes:

- Self-starter
- Positive attitude
- Organized
- Ability to effectively prioritize and execute tasks in a results oriented culture
- Trustworthy and responsible
- Innovative and constantly learning
- Adaptable
- Able to function in ambiguity

## Typical Work Week:

- Monday – Friday: 9am-5pm
  - Schedule may vary depending on outside hours needed
- On call weekend availability to help with emergencies

## Disclaimer:

Nothing in this job description restricts the right of the Position's Direct Report to assign or reassign duties and responsibilities to this job at any time. This is an at-will position and can be terminated at any time.

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Position's Signature Date

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Direct Report Position's Signature Date

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Executive Director's Signature Date

cc.  
Direct Report  
Executive Director  
HR/Employee File

**CEDARCREEKCHURCH**  
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