

## **RIVERVIEW MINISTRIES**

**JOB TITLE:** Facilities and Grounds Manager

**REVISION DATE:** 4/24

**REPORTS TO:** Board of Directors

**MINISTRY PURPOSE:** The Riverview Facilities and Grounds Manager maintains and oversees Riverview's grounds, buildings, cabins, and equipment to ensure that all are safe and functional. The manager also serves as the point person for all cabin owners and persons who use the grounds and facilitates and manages ancillary care for all event needs. This position reports directly to the Board of Directors' Property and Grounds Committee.

The Facilities and Grounds Manager unreservedly agrees to the Statement of Faith and Mission of Riverview Ministries.

### **PREREQUISITE QUALIFICATIONS:**

- Minimum two years' experience in related field preferred
- Proficiency with tools, repair techniques and equipment management.
- Ability to safely manage lifting heavy equipment. Able to stand or walk for long periods of time

### **SPIRITUAL QUALITIES:**

- Acknowledges Christ as Savior and seek to live life as His disciple
- Believes the Bible to be the inspired, the only infallible, authoritative, and inerrant Word of God – our standard for faith and practice
- Believes and actively supports Riverview Ministries' Statement of Faith and Mission
- Demonstrates a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others
- Is a Christian role model in attitude, speech, and actions toward others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct
- Integrates Biblical principles and a Christian worldview into all ministry objectives and goals
- Is prepared to communicate Riverview Ministries' religious beliefs to any who inquire
- Is ready to pray with and offers spiritual advice to employees and staff
- Follows Matthew 18 principles in addressing issues with employees and staff
- Actively participates in a local Christian church

### **PROFESSIONAL QUALITIES:**

- Maintains high standards of ethics, honesty, confidentiality, and integrity in all personal and professional matters
- Has the ability to interact effectively with peers and supervisors, and possesses humility and a willingness to be a team player
- Excellent communication and interpersonal skills, including the ability to speak with all levels of employees, guests, vendors, and team members
- Great time management, organization, accountability, and prioritization abilities
- Keen attention to detail and efficient problem-solving skills

## **ESSENTIAL JOB RESPONSIBILITIES:**

### ***Facilities and Grounds***

- Evaluates and manages the facilities and grounds needs and implements the improvements needed to accomplish the mission of Riverview Ministries
- Monitors and manages the safety and cleanliness of interior and exterior areas such as offices, conference rooms, buildings, cabins, parking lots and outdoor recreation spaces.
- Prepares grounds, facilities and cabins for use including cleaning, set-up, and tear down for events
- Collaborates with staff, vendors, organizations, and individuals to coordinate multiple large and small events including the CFBC and others
- Trains and manages part-time facilities and grounds staff
- Prepares facilities for changing weather conditions
- Troubleshooting and responding to after-hours issues regarding the facility

### ***Management Functions***

- Works with the cabin owners and facility users on issues and ensures that policies are administered impartially and fairly
- Serves as a point of contact between the property owner and users
- Recruits, equips, trains, and leads volunteers
- Attends and contributes to staff meetings as a cooperative team member

### ***Administrative***

- Works with the Riverview Ministries board to set appropriate usage fees and ensures all fees are collected for the use of the facilities and cabins
- Helps prepare annual budget related to facilities and grounds needs
- Prepares reports for the Board which include maintenance, safety and facility needs
- Schedules routine inspections and emergency repairs with outside vendors
- Ensures the sale and purchase of cabins
- Forecasts, allocates, and is responsible for the financial and physical resources of the facilities and ground management
- Manages and reviews property insurance contracts and other service contracts

## **SAFETY AND SECURITY:**

- Adheres to all safety policies and procedures and facilitates compliance with insurance policies
- Maintains a safe working environment and practices safe working habits and ensures all volunteers and staff adhere to safety policies
- Ensures proper security measures for the workplace, facilities, and grounds
- Knows and can demonstrate emergency procedures for fire disaster, tornado, and other emergency situations

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.

**Responsible to:** Riverview Ministries Board of Directors' Property and Grounds Committee

**Evaluation:** The Riverview Ministries Board will perform, at minimum, an annual evaluation of the Facilities and Grounds Manager

**Type of Position:** Full-time salary with medical stipend benefit