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| OPERATIONS |  BUILD Assistant |

 **POSITION FOCUS**

#### POSITION PROFILE

Assist the Build projects with design input, creation of operations procedures, and facility start-up, all with a view towards the one church many locations operations approach. Help ensure a safe, efficient operation of the new facilities such that they represent a welcoming environment that honours God and inspires people to experience Biblical community.

 **POSITION QUALIFICATIONS**

1. A reputation for being a Fully Devoted follower of Christ who models a passion for God, a love for people, and a willingness to serve others.
2. Work experience (more than 2 years) as a generalist in the fields of electrical, plumbing, and mechanical maintenance and renovation, along with purchasing and control methods experience.
3. Leadership and supervisory experience of staff in the areas noted above, along with a track-record of leading teams.
4. Understanding of maintenance and support processes, including HVAC, electrical, plumbing, facility systems and controls, safety and alarm systems, and engagement of contractors.
5. Understanding and experience developing process systems, project and people management, budgeting, scheduling, strategic planning, and the development of contracts.
6. Specific working knowledge with project management, strategic planning, Microsoft Office, cost estimation, and OH&S matters.
7. Experience creating policies, procedures and job safety analysis in these related fields.
8. Excellent verbal and written communication skills, including listening, empathy, and problem resolution skills.
9. Class 5 Driver’s License, driver’s abstract in excellent condition, and own vehicle for transportation to various CSC campuses.
10. Is known to be a person with an attitude of excellence demonstrated by a willingness to serve and who sees their work as a ministry to God and His people.

 **PERFORMANCE STANDARDS**

1. Understand, support and live out CSC’s Membership Covenant and Statements of Faith (as defined in the General Operating Bylaws and Letters Patent).
2. Adhere to and uphold the Personnel Policies, Team Values and Staff Expectations of CSC.
3. Follow established coaching and performance management models.
4. Execute the role to the glory of God, with excellence and an exemplary work ethic.



 **POSITION EXPECTATIONS**

1. Provide knowledge based support to the organization in three distinct areas of responsibility: facility system design input, creating written operations policy and procedures, and new facility start-up. This work will call for new approaches, but should also consider current approaches so as to, as much as possible, build procedures that display the efficiency of a one church many locations model.
2. Track activity, develop budgets and plans, and participate or lead multi-functional teams towards successful execution.
3. Develop policies, procedures and plans in keeping with legislative requirements and the specific needs of the organization to create a safe and clean space for staff and the attending public.
4. Ensure compliance with local, provincial and federal rules and legislation for HSE and building codes.
5. Access or develop and deliver training to staff and volunteers.
6. Develop a group of skilled and unskilled volunteers to compliment the staff workforce.
7. The typical work schedule for this role is Monday to Friday, regular office hours of 8:30 a.m. to 4:30 p.m., however some evening and weekend work will be required to attend to staff and building issues.
8. Fulfill other duties as requested by the Executive Pastor of Operations.
9. Actively participate in staff meetings, retreats, organizational development days, all-team days, membership meetings and special events designated by Senior Leadership as required



##### POSITION

**SUPERVISOR**

##### POSITION SALARY

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| Full time permanent | Executive Pastor of Operations | Within established CSC compensation guidelines |