



## **Lake Mead Christian Ministries (LMCM) Minister- Head of Building & Grounds**

**Job Type:** Full Time

**Department:** Building & Grounds (Campus Services)

**Reports to:** Director of Campus Services

**Job Summary:** The Head of Building & Grounds (B & G) is vital to the success of LMCM. This position will report to the Director of Campus Services and lead all B & G positions. The Head of Building & Grounds will oversee the maintenance of all areas of LMCA's buildings and grounds, ensuring they are in a condition suitable for full educational and ministry use at all times. This position will ensure compliance with safety and legal requirements, and be involved in any site acquisitions, remodeling, maintenance, and major equipment purchasing.

### **Required Spiritual Qualities**

- Acknowledge Christ as Savior and live life as His disciple.
- Support LMCM Mission by making disciples of Jesus Christ through our community involvement.
- Demonstrate spiritual flourishing through prayer, Bible study, and outreach to others.
- Believe the Bible to be an inspired, authoritative and inerrant Word of God.
- Agree with and actively support the LMCM Statement of Faith.
- Evidence the fruit of the Spirit in dealing with people
- Have a Christ-centered home.
- Attend and actively participate in an evangelical local church.

### **Essential Job Functions:**

- Assist the Director of Campus Services in all aspects of project implementation as needed
- Oversee all systems and schedules for preventative maintenance management
- Occasionally represent the Building & Grounds Department in inter-departmental meetings to support and facilitate communication and action between departments and address any liability concerns
- Conduct routine and periodic inspections of school grounds and facilities, noting any repairs that need to be made
- Conduct safety inspections and accident investigations for the purpose of providing safety training to appropriate personnel.
- Maintain MSDS files in appropriate locations for compliance purposes
- Supervise facility employees and contractors as needed
- Supervise facility usage, operations, equipment maintenance, etc.
- Lead, organize, manage, and supervise all maintenance and custodial operations in compliance with all applicable federal, state, and local laws and regulations, and policies and procedures
- Prepare & maintain annual budget for building use and facility maintenance
- Assist B & G staff in locating parts, supplies and materials
- Prepare and maintain RFPs, bid information, and other contracted documents
- Inspect and monitor any repair work, projects, equipment, daily maintenance and supplies for the purpose of ensuring that jobs are completed efficiently and within regulation.

*Updated March 22, 2022*

- Lead environment setup activities in support of ministry events
- Assist with any other duties as deemed necessary by the Director of Campus Services
- Other duties as supervisor deems necessary

**Professional Qualities:**

- Minimum of five (5) years professional experience in related field required
- Demonstrate knowledge of construction codes, health and safety regulations, financial and management practices, purchasing, supervision and motivation of personnel, and state and local regulations regarding the maintenance of buildings and equipment.
- Strong interpersonal skills and ability to work in a team environment
- Ability to establish and maintain effective working relationships
- A valid driver's license with no serious violations
- Excellent leadership and organizational skills and the ability to motivate people
- Integrity, good moral character and initiative
- Responsibility to follow-up on actions based on various projects
- Excellent organizational skills in managing multiple projects simultaneously
- Ability to perform and manage complex projects using independent judgment and personal initiative.
- Ability to recognize and act on opportunities when situation warrants
- Ability to lift up to 50 pounds
- Great flexibility and ability to prioritize needs; must remain calm under pressure
- Understand and apply all policies contained within LMCM Culture Manual

**Pay: \$50,000-\$55,000\***

**Benefits:**

- \*Qualifies for tax benefits
- Accrued PTO and Sick leave
- Vision - Self Pay Group Policy
- Dental - Self Pay Group Policy
- 403 B matching and other retirement programs
- Christian Healthcare Ministries for health care coverage CHM.org - shared cost with employee/employer
- Short and long term disability at the cost of the ministry.
- 25,000.00 life insurance at the cost of the ministry
- Additional life insurance up to \$150,000 - Self Pay
- Ministry Scholarship for student tuition and Lil' Eagle's cost reductions  
First year hires receive a 50% scholarship, then each year add 5% until you reach a max of 70%