

## Facilities Coordinator/Facilities Maintenance Job Description Non-Exempt Full Time Employee

### **Education and Experience:**

Experience in facility management; church experience preferred but not required. Have knowledge of and perform a variety of applications and repairs; HVAC, Electric, Plumbing, Mechanical, Carpentry, etc. for large, non-residential buildings. Demonstrated problem solving skills, able to maintain and protect confidentiality. Adaptable to changing situations. Able to lift, pull, bend, carry, and push up to ninety pounds to set up for activities and events. Must submit to background check and drug testing. Valid driver's license is required.

### **Overall responsibilities:**

Reporting to the Finance & Operations Director, the Facilities Coordinator /Facilities Maintenance employee will serve as the "hands on" resource in managing the campus and facilities of Connect Christian Church, to further the mission of the Church by effectively overseeing all facility coordination (rentals, events, set up, tear down) and all campus and facility maintenance (repair, upkeep, facility and campus appearance, safe environment, cleaning, etc.). Vendor relationships and contractual agreements must also be maintained and followed. This is a 40-hour per week position which includes Sunday and some weekend hours.

### **Related Duties**

- Oversee and supervise all areas of building maintenance
  - Supervise, direct and perform the safe and secure attachment of any wall, ceiling, and floor items such as cabinets, bookcases, shelving, bulletin boards, white/black boards, clocks, pictures, charts and other items
  - Maintain technology devices throughout facility (T.V.'s, DVD's and internet resources)
- Responsible for general and preventative maintenance schedules to ensure the facilities are in good repair:
  - Regularly inspect premises for areas of need or concern.
  - Maintain maintenance records for building, contracts, and checklists
  - Storm Water Retention Pond management (SCM)
  - Able to operate Zamboni machine and clean gym regularly.
  - Responsible for the acquisition and inventory of cleaning and maintenance supplies
  - Report findings and arrange for repairs as required
    - Coordinate church workdays and projects
    - Receive bids, negotiate, and provide for repairs/projects
- Responsible for the set up and tear down of the Worship Center, Gym, and meeting rooms
- Responsible for administering service contracts for custodial, grounds-keeping, maintenance, and equipment warranty services, including receiving bids and annual review of all contracts
- Responsible for repair, maintenance and annual registrations for all Connect vehicles, including bus and tractor
- Responsible for maintaining inventory records of Connect assets
- Maintain a list of building structure needs and replacement schedules of equipment.
- Scheduling of ongoing custodial cleaning such as carpet cleaning.
- Establish and manage teams of volunteers to assist with everyday operations.