

**Job Title****Facilities Coordinator – Paseo Campus****Type of Position****Reports To****Director of Operations** Full-time (Staff-Paid) Exempt Part-time (Staff Paid) Nonexempt Volunteer (Stipend or Non-Paid)**General Description**

To connect people with God in practical ways by maintaining all church facilities. Responsibilities include working directly with the Director of Operations to assist with setup of facilities for church events and building operations. The Facilities Coordinator position will perform preventative maintenance on facility and equipment, perform needed repairs or service, secure quotes for large repairs or remodels, monitor/assist contractors, architects and volunteers to ensure necessary tasks are accomplished.

Essential Duties and Responsibilities**Maintenance Areas:**

- Church Sanctuary
- Ministry Mall
- Fellowship Hall
- Great Hall
- Conference Rooms
- Meeting Rooms and Classrooms
- Parking Lots
- Church Equipment
- All church-owned grounds

General maintenance work in buildings:

- Maintain a list of repairs needed and repairs completed (work order list)
- Minor repairs to doors, windows, cabinets, floors, ceilings, etc.
- Add touchup paint and make cosmetic repairs
- Inspect all church properties weekly
- Minor plumbing repairs
- Minor electrical repairs
- Minor installation projects
- Minor carpenter projects
- Cyclical maintenance of HVAC – filter replacement
- Maintain records and spreadsheet on all HVAC units for all facilities
- Coordinate yearly inspection of elevator, fire, and sprinkler system
- Review and update church property and equipment list annually
- Change light bulbs throughout facility and on grounds
- Initiate and maintain a labeling system for all electrical components (breaker panels, outlets, light switches, fire exits, backup batteries, etc.).
- Assisting in coordinating church workdays (2 each year)

General maintenance on grounds:

- Emergency snow and ice removal
- Minor projects on fencing, irrigation, etc.
- Minor tree and branch removal
- Minor landscaping
- Minor dirt work

Coordinator equipment responsibilities:

- Maintain proper storage of chemicals and consumables
- Maintain and service all tools and equipment

Other responsibilities:

- Assist office personnel with heavy lifting jobs
- Assist in set-up and take-down work before and after functions
- Assist volunteers whenever possible
- All other duties as assigned by Director of Operations

Knowledge, Skills, and Experience

- Able to work within a variety of settings, groups/ teams and circumstances with composure and flexibility.
- Exhibit professionalism through appearance, communication, reliability, competence, written and oral communication, and ethics.
- Be a self-starter, good at multi-tasking and prioritizing projects. Exercise discernment, wise judgment, and confidentiality.
- Willing to work evenings, weekends and special events as needed.

Qualifications

1. An active disciple of Jesus Christ
2. A minimum of three years' experience in property or facilities management.
3. Ability to plan and manage work under time constraints.
4. Ability to perform work with a high level of accuracy and confidentiality.
5. Service oriented team player

Please submit resumes to Nyrobi Collins at ncollins@stjamesumc.com by Friday, March 31, 2017.