

# **FACILITIES COORDINATOR JOB DESCRIPTION**

Messiah Lutheran Church and Preschool, Vancouver, WA

Job Title: **Facility Coordinator**  
Reports to: **Lead Pastor**

LSA Status: **Non-Exempt**  
FTE: **0.20**

## **Position Purpose**

Organize, support, and supervise facility maintenance, repair, and improvements. Coordinate and support volunteers and, when needed, contractors to accomplish the above.

## **Authorization**

As a de facto member of the church staff team, the Facility Coordinator is authorized by the Church Leadership Team to make day-to-day decisions regarding maintenance, repair and upgrades to Messiah's facility and to make use of funds budgeted for such purposes.

## **Essential Job Responsibilities**

- Promptly address repair and maintenance needs when notified, including emergency building needs.
- Oversee scheduled repairs and building improvement projects.
- Maintain, update and execute monthly and annual schedule of facility needs.
- Hire outside contractors when needed and monitor their work, including those that are outside the scope of routine maintenance. Authorize their payment.
- In partnership and through periodic consultation with the Church Leadership Team and/or supervisor, address "larger picture" facility projects, maintenance schedules, and needs.
- Coordinate and support volunteers for facility repair and maintenance.
- Prepare annual property and maintenance budget. Monitor monthly expenditures.
- Work in a safe manner and recognizes unsafe situations. Take appropriate action to ensure safety of themselves and others in the building.

## **Routine Job Responsibilities**

- Provide monthly and annual inspections and schedule maintenance with contractor for fire alarm, security system, fire suppression equipment and elevator contracts/permits.
- Monitor compliance with fire codes and building standards. Serve as liaison with Fire Marshall.
- Oversee pest control.
- Communicate with Office Administrator regarding lockup and security issues.
- Coordinate nightly security check of church facilities.

## **Knowledge/Skills/Experience**

- Project management experience.
- A working knowledge of property issues and repair/maintenance functions.
- Ability to work with financial figures and detailed reports for bid and budgeting purposes.
- Ability to read a project schedule. Ability to compile, design, and produce meaningful reports for own use, volunteer groups, contractors, the Leadership Team, pastors, other staff and members.

- Demonstrated ability to work in a team environment, as well as work successfully with outside vendors and contractors.
- Ability to make decisions, manage time efficiently and complete a task thoroughly.

### **Certificates, Licenses, Registrations**

- Successfully passed a background check.
- Current and valid driver's license and reliable transportation.

### **Working Conditions**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is active and can require standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing. The employee must frequently lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee could be exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee could occasionally be exposed to a variety of extreme conditions and must have the ability to work indoors and outdoors. The noise level in the work environment can be loud.

**Note:** Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

### **Organization Chart**

Leadership Team

Pastor Peter Braafladt

Facility Coordinator