

Position: Facilities Coordinator

Description: This position has two primary areas of responsibility, and is held by one individual.

This is a salary position.

Part 1 – Chairman/Leader of the Properties Committee – Duties

- Lead and manage the Properties committee in a spirit of humility, helpfulness, respect
- Lead or assist Properties Special Project/Temporary Committees.
- Assist with recruitment and retention of Properties Committee volunteers
- Communicate activities/issues with the Council and Boards
- Assist Spiritual Growth, School, and ECC Boards with Properties budgeting
- Lead Properties committee meetings.
- Provide to Council a monthly report of Committee activities.
 - Completed projects
 - In-progress projects
 - Approved, not started task/projects
 - Constraints or Issues (funding, manpower, contractor, etc.)
 - On-going activities (cleaning, landscaping, routine maintenance, etc.)
 - Recommendations/requests
- Is primary on-call person
- Is authorized to approve budgeted expenditures for normal operations and supplies.

Part 2 – Custodian Primary Duties and Responsibilities

- Respond to repair requests and with a professional manner
- Maintain a reference library of user manuals for equipment, furniture and fixtures
- Maintain asbestos book, MSDS, and ensure regulatory compliance for fire extinguishers, emergency lights, boiler, elevator, alarm system, and other applicable items
- Perform cleaning and related activities such as clearing snow or debris from sidewalks, etc
- Cut lawn, trim bushes, rake leaves, clean eaves and other outside duties to maintain property
- Safely use and maintain assigned power equipment, lawn mowers, snow blowers and hand tools; buffers, scrubbers, high pressure washers, high speed buffers and vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, windows, carpets, furniture etc.
- Follow instructions regarding the use of chemicals and supplies
- Use cleaning supplies and equipment to keep the interior of facilities clean and professional
- Clean and sanitize restrooms/bathrooms using established practices and procedures.
- Clean, dust, and wipe furniture; sweep, mop, or vacuum floors; empty/clean wastebaskets and trash containers; replace light bulbs; refill restroom dispensers

- Maintain vents and heat tape on facility roof
- Minor preventative maintenance of boiler, univents, exhaust fans, sump pumps, etc.
- Assist with the setup of facilities for meetings, conferences, sporting events etc.

Experience and skill requirements

- Associates degree in a technical area is preferred, or equivalent experience
- High degree of professionalism
- Reliable and able to work some weekends
- Ability to work proficiently in a diverse, multicultural setting
- Effective oral communication and interpersonal skills
- Proven inventory control skills
- Ability to lift objects up to 50 pounds