

SAINT ANDREW PRESBYTERIAN CHURCH, IOWA CITY, IA

POSITION DESCRIPTION

BUILDING AND GROUNDS COORDINATOR

Missional Objectives: The most important element in an employment decision is the congregation's missional objectives—*its shared understanding of what God is calling it to do at this time and in this place*. All individuals and teams involved in our congregation's employment decisions are responsible, primarily, to the congregation's mission.

Position Summary and Missional Objective

To manage all aspects of maintenance, care, and use of the St. Andrew church building and grounds. To ensure that the building and grounds are safe, clean, welcoming, and prepared to support both the ministries of the church and its partnering organizations.

Position Supervisor: Lead Pastor\Head of Staff; Collaborates with Building & Grounds Team

Directly Supervises: Facilities & maintenance volunteers, contractors, janitorial staff

Status: .50 FTE/ FLSA Non-exempt

Salary: \$22,000 - \$25,000

Benefits: Cafeteria plan/ 6% pension/Paid Time Off (Prorated)

Qualifications: An Associate's degree in a relevant field or equivalent experience is required; Bachelor's degree in a relevant field is preferred. Experience in facilities management, including management of vendor contracts. Well-developed verbal and written communication skills. General knowledge of HVAC, mechanical systems, lighting, plumbing and other facility-related systems.

Exceptional organizational skills, ability to juggle multiple priorities and deadlines and ability to be self-directed. Proficiency with facility management software programs.

Terms of Employment: Satisfactory criminal background check; completion of the *Safe Church Practice Program*

Essential Functions Related to the Missional Objective

- Building maintenance: Plan, coordinate, and schedule maintenance and repairs to the building and equipment, as well as new building/renovation projects. Establish and manage preventative maintenance of building and facility equipment, including HVAC. In collaboration with pastors and lay staff, create

policies regarding facility use. Maintain records and/or utilize software for anticipating and tracking building-related maintenance projects. Coordinate all facilities inspections including but not limited to fire protection equipment, safety, accessibility.

- Building use: Coordinate room/equipment set-up and tear-down for all church functions. Serve as host or coordinate building hosts for outside groups. Coordinate scheduling of events. Manage building key software program. Manage building key usage by members and other groups.
- Janitorial: Plan, schedule, and supervise janitorial services to maintain a clean and sanitary interior environment for ministry usage.
- Groundskeeping: Plan, coordinate, and schedule all groundskeeping activities to maintain the outdoor spaces on the St. Andrew property, including lawn care, snow removal, and parking lot maintenance.
- Budget management: Manage annual facility budget.

Other Responsibilities:

- Participate in weekly staff meetings and monthly Buildings & Grounds Team meetings.
- Recruit, train, and oversee volunteers to assist with building and grounds maintenance activities.
- Be a team member of the staff, and willingly fulfill other responsibilities as needed.

Physical Requirements

Working both indoors and outdoors, this position involves moderate physical work that will require occasional lifting up to 50 pounds and regular lifting of 20 pounds, as well as regular walking, standing, climbing stairs, using ladders, stooping, bending, pushing and pulling.

Equal Opportunity / Affirmative Action Employer

Saint Andrew Presbyterian Church is an Equal Opportunity/Affirmative action employer and administers its policies in a non-discriminatory manner and does not discriminate against persons because of race, color, religion, gender, sexual orientation, national origin, age, marital status, veteran status, or disability.