

## **North Creek Presbyterian Church Job Position Description**

**Job Title:** Facility Maintenance Coordinator

**Reports to:** Lead Pastor, Head of Staff

**Accountable to:** Session

**Job Description:** Maintain the church facility in a safe, clean, secure, operational and visibly appealing fashion. Lead and assist the custodial staff. Coordinate all planned activities with the Office Supervisor. Be an active member of the Facility Ministry Team and assist it with and report on the coordination of resources for building maintenance and project activities. Perform minor maintenance repairs as needed and prepare and maintain historical records of maintenance and work schedules.

**Faith and Calling:** Demonstrate a personal faith in Jesus Christ with a genuine sense of God's call to this service.

**Responsibilities:**

- Lead the assistant custodial staff.
- Perform activities necessary to maintain a clean, safe, secure, operational and visibly appealing facility.
- Perform typical custodial duties, such as cleaning, sweeping, mopping, vacuuming
- Set up, takedown and prepare facility for use according to scheduled events and activities.
- Perform minor repairs to building; internally, externally and grounds as needed.
- Assist with the coordination and use of the facility with the Office Supervisor.
- Ensure the lock up and security of the building.
- Ensure that all facility equipment, systems and safety items are in usable and operational condition.
- Recommend to and coordinate with the Facility Ministry Team for maintenance requiring special skills.
- Maintain storeroom of facility assets such as tools, equipment, supplies, locks, keys, etc.
- Track, order and stock any custodial supplies, tools or materials for maintenance purposes.
- Coordinate the maintenance of major kitchen equipment in an operational and safe condition.
- Monitor budgeted expense items associated with the maintenance of the facility.
- Create and maintain written instructions, schedules and records.
- Other responsibilities as assigned.

**Qualifications:**

- Knowledge of modern cleaning methods and equipment and their use.
- Ability to communicate in English, verbally and in writing.
- Ability to lead, instruct and train assistant custodial staff.
- Ability to lift, carry or push up to 50 pounds; reach, bend or crouch sufficiently for various tasks; set up and climb ladders to access the roof, safely.
- Knowledge and use of Microsoft Word and Excel computer applications.

- Experience with general cleaning and maintenance tasks in restrooms, stripping and cleaning floors, shampooing carpets, use of custodial tools and equipment, restocking of supplies, etc.
- Knowledge of heating/cooling system and controls, security system, door locks, sprinkler system, lighting, electrical power, water and other facility mechanisms.
- Demonstrated skills knowledge in the following: carpentry, electrical, plumbing repairs as a “Do-It-Yourselfer”, program and use of heating/cooling thermostats, sprinkler systems or timers.
- Demonstrated skills with ordering, inventory and stocking of supplies.
- Some experience with forecasting budget requirements and expenses associated with facilities.

**Work Schedule:**

40 hours per week, including weekend activities as necessary.

**Compensation:**

Hourly, non-exempt with competitive benefits package.

To apply: Please visit [northcreekpres.org/resources/employment](http://northcreekpres.org/resources/employment) to view the job description.

Please complete the application and send with your resume. Applications must be submitted by August 20, 2016.