

Position Summary

The Facilities Coordinator is the key leader responsible for overseeing and managing our church's 238,000 sq ft of facility space, 112 acres of property, and the staff who attend to its needs and care. This fulltime position on our Attendant Staff reports to the Senior Director for Missions & Operations.

Position Responsibilities

- **Church Facilities**
Stewards the church facilities, identifying needs and directing all projects and repairs. Develops comprehensive plans to review monthly/yearly maintenance schedules, care for air conditioners and heating units, kitchens, electrical, plumbing, and other building needs.
- **Church Property**
Conserves and cares for all of Central's outdoor property, parking lots, sports fields, ponds, irrigation, lighting, storage, landscaping, playgrounds, and land. Works to identify needs, ensure that the property is well-tended, presentable, and welcoming for members and guests.
- **Staff Management**
Manages a team of facilities, set up, and custodial staff. Works closely with the broader Operations team to discern needs. Attends and directs weekly meetings to make sure all setups, room flips, building projects, and property care are scheduled and executed on time and with excellence.
- **Coordination**
Works closely with the Senior Director for Missions & Operations, especially as it relates to developing plans to promote efficiency and effectiveness. Completes other tasks and projects as directed.

Position Profile

- **Character:** Has a thriving personal relationship with the Lord and a healthy family life.
- **Experience:** Has a background in construction, building maintenance, or related field. Can oversee and manage people, has administrative competence, and relevant maintenance experience.
- **Relational:** Willing to engage fully and faithfully as a member of the church, constructively and helpfully with church staff, and with facilities team.
- **Cultural:** Aligns with the beliefs, mission, culture, and values of Central.

Workload Generalities

- 40 hours per week
- Hours: Mon–Fri (business hours)

Position Specifics

- Calling suppliers and maintenance companies
- Ordering supplies
- Maintenance
- Check building daily
- Create work orders
- Maintaining FLC kitchen
- Keeping equipment up
- Monitoring carpets and cleaning
- Monitoring painting
- Check blinds
- Helping with furniture set up
- Keys
- Vehicle maintenance
- Working with custodial staff
- AC schedule (oversee Alex)
- Work with SOS (lawncare service)
- Maintain landscaping (tree trimming, flower bed, rock beds, fields)
- Parking lot maintenance
- Pond maintenance
- Oversee the maintenance barn
- Oversee Mission House maintenance

Supervision

- Overseeing facilities employees
- Meet with team
- Make work orders
- Coordinate with 3 teams: facilities, set-up crew, and custodians

Skills

- Handyman
- Knowledge of facility and building repair
- Ability to problem solve maintenance issues
- Able to coordinate projects and
- Communication - able to communicate well
- Supervision - able to lead and supervise a team
- HVAC knowledge
- Plumbing knowledge
- Electrical knowledge
- Basic computer skills