

Facility Coordinator

Accountable to: Administrative Director

Job Type: Non-exempt, 30 – 40 Hours/week

Overview: The Facility Coordinator position is vital to the ongoing success of Crossroads' ability to live into our vision to focus on family, serving in our community, unlimited welcome, and team-based ministry. The primary purpose of the Facility Coordinator is to oversee the building and support the needs of the church and groups that use the building daily. We are looking for a pro-active, self-starter who understands the importance of having a clean, welcoming facility and grounds.

The position requires facility management understanding, light repair work, computer skills, multitasking, interpersonal skills, and cleaning as needed. This position will coordinate with the custodial staff. Occasional nights and weekends, as needed.

Responsibilities and Duties:

Building Management

- Schedule and manage contractors for the maintenance and repair of the facility.
- Negotiate contracts for service and maintenance in coordination with the Administrative Director.
- Oversee the on-going service and maintenance of the facility (landscaping, HVAC, electrical, lift, plumbing, sprinkler, fire alarm, pest control, utilities, etc.).
- Establish and maintain a preventative maintenance plan for facility with recommendations on projects and repairs.
- Work with Administrative Director on managing facility budget items.
- Occasional driving to get needed supplies for repairs or deliver items.
- Ensure building security and safety measures are followed.

Repair

- Keep and maintain master log of facility repair list.
- Perform basic repairs and maintenance for the facility.
- Ability to respond to building emergencies.
- Schedule parsonage repairs and maintenance.

Cleaning

- Schedule and support custodial staff.
- Coordinate and monitor supply ordering for custodial team.
- Light cleaning as needed.

Room Setup and Space Management

- Manage room setup and tear down daily based on room requests.
- Ability to lift and move equipment, tables, and chairs.
- Conduct training and educate groups using the facility on building usage policies.
- Review and monitor the storage spaces to maintain organization and oversee usage.

Education and Experience:

- High school diploma or GED required.
- Minimum of 3-5 years of facility related work experience.
- Competent with computers, Microsoft Office products (Word, Excel), and Google products (Gmail, Calendar, Docs, Sheets).
- Excellent communication skills.
- Knowledgeable on safety protocols to perform tasks safely.
- Ability to lift up to 50 lbs.
- Must be able to satisfactorily pass background check.
- Must have a current driver's license with a good driving record.

Key Competencies:

- Knowledgeable on facility maintenance, building equipment, and related safety procedures.
- Strong communication and interpersonal skills.
- Strong team player.
- Ability to multi-task.
- Problem-solver.

Working Conditions/Physical/Mental Demands:

Position requires the ability to move around facility and external grounds multiple times each day in all types of weather. Some sitting in a professional office setting in a controlled temperature. Requires physical strength and ability to move furniture, equipment, supplies, etc. Will routinely use standard office equipment such as computers, phones, scanners, photocopiers, and filing cabinets. Must be able to regularly talk and hear, lift up to 50 pounds, stand, walk, use hands to fingers for computer and office equipment, handle or feel and reach with hands and arms frequently, bend and stoop when necessary to complete job duties. Requires ability to learn, remember, focus, categorize, and integrate information for problem-solving, comprehension, and decision-making. Ability to complete tasks independently, remember processes, complete work timely to meet deadlines. Requires ability to work weekends and evenings as needed to meet requirements of activities planned in the building.

Crossroads is an equal opportunity employer. All are welcome and encouraged to apply regardless of race, sexual orientation, gender identity, or political views.

To apply, please contact employment@crossroadsnova.org with a resume and cover letter.