



# Seaford Baptist Church

## Facility Maintenance Coordinator (Part-Time)

### Staff Position Description

#### **Part I - General Information**

1. Duty Title: Facility Maintenance Coordinator
2. Position Established: August 2011
3. Position Updated: September 2018
4. Classification: Part-time
5. Salary: from \$18,000-\$20,000 based on training and experience

#### **Part II - Supplemental Information**

1. *Primary Function:*

The part-time Facility Maintenance Coordinator is responsible under God to the Church, under the supervision of the Premises and Personnel Committees, in the maintenance of the facility of Seaford Baptist Church.
2. *Required Knowledge, Skills and Abilities:*
  - a) Mature Christian with a Christ-like attitude performing all work “as unto the Lord” with willingness and excitement over the ever growing and challenging ministry
  - b) Impeccable integrity and ability to maintain the highest level of confidentiality.
  - c) Ability to work well with others, maintaining a cooperative team spirit with the staff, volunteers, and the Premises Committee.
  - d) Effective oral and written communication skills including emails, as well as ability to interact with many different individuals in a professional manner.
  - e) Ability to follow written instructions, possess a general knowledge of facility systems, and experience in general facility maintenance requirements.
  - f) Ability to prioritize requirements, meet deadlines, and schedule required maintenance inspections.
  - g) Strong decision making skills.
  - h) Strong problem solving skills and ability to handle stress well.
  - i) Knowledge of emergency evacuation procedure, fire sprinkler control systems, water shut-off valves, HVAC and lighting override controls, security alarm system and basic electrical controls of entire property.
  - j) Knowledge of security and lockup procedures for Seaford Baptist Church
3. *Experience Requirements:*
  - a) Work experience in facility maintenance
  - b) Work experience in managing sub-contractors



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#### **Part III – Duties and Responsibilities**

The Facility Maintenance Coordinator will coordinate the maintenance of Seaford Baptist Church property and assets. The scope of work includes management of contractor and volunteer maintenance crews, as well as hands-on maintenance. Scheduling of work hours may vary based on events and facility requirements.

1. Ensure all urgent facility maintenance requirements are met. Assist volunteers in providing for the general maintenance and upkeep of the church facility.
2. Restock facility maintenance supplies.
3. Weekly identification of any facility maintenance/repairs required and determine whether these issues are urgent or non-urgent in nature.
4. Complete all necessary repairs. If unable to complete the repair, contact the Premises Committee to determine further action.
5. Assist Premises Committee in maintaining a list of all outstanding maintenance and repair needs.
6. Advise the Premises Committee of any situations or requirements with long term facility impacts.
7. Procure and maintain a stock of tools, materials, and supplies to complete necessary maintenance and repairs within approved budget level.
8. Assist the Premises Committee in developing the annual facility maintenance budget. Attend requested meetings with Premises and/or Personnel Committee.
9. Performs other related duties and responsibilities assigned by the Premises Committee and Personnel Committee as appropriate.

#### **Part IV – Work Relationships:**

1. Perform under the general supervision of the church pastors and Personnel Committee.
2. Accountable to and evaluated by chair of Premises Committee and Personnel Committee.
3. Maintains good working relationships with the church pastoral and administrative staff.
4. Works with the Premises Committee and various volunteers in maintaining the facility.
5. Coordinates closely with the Administrative Office Manager to accomplish all facility administrative requirements related to maintaining the facility.