

BALDWIN COMMUNITY UNITED METHODIST CHURCH

JOB DESCRIPTION

FACILITIES MAINTENANCE COORDINATOR

The purpose of the Baldwin Community UMC staff is to support a Christ-centered community of worship, discipleship, and service.

- By fostering a positive environment of joy and laughter
- By growing a respectful, caring, and supportive team
- By equipping and empowering leaders and servants
- By maintaining openness and flexibility in our work

TITLE: Facilities Maintenance Coordinator

QUALIFICATIONS:

1. Demonstrates strength and maturity in his/her Christian faith and be willing and able to lead an exemplary Christian life
2. Share and support the Christian vision, mission and values of BCUMC
3. Possess a high school diploma or GED
4. Obtain and submit a physical examination as may be required
5. Obtains and submits clearances as may be required
6. Ability to follow oral and written instructions
7. Ability to work and communicate with other employees and individuals
8. Ability to work effectively and efficiently without close supervision
9. Ability to use custodial cleaning products and equipment
10. Must demonstrate proficiency to operate hand tools, small power tools, lawn tools (i.e. lawnmower, weed eater, etc.)
11. Must possess physical ability lift eighty (80) pounds from floor to waist, sixty-five (65) pounds from waist to shoulder, fifty (50) pounds overhead and to carry eighty (80) pounds for twenty (20) feet
12. Must possess physical capability to sit, stand, and walk for periods of not less than five (5) hours.
13. Must possess physical capability to climb to a height of not less than twenty (20) feet
14. Has demonstrated aptitude for skillful and successful completion of the assigned performance responsibilities
15. The employer may determine such alternatives to the above qualifications as may be required for the specific job vacancy

REPORTS TO: Senior Pastor

PERFORMANCE RESPONSIBILITIES:

1. Security
 - a. Arrange for unlocking and locking of sanctuary entrances before and after services.
2. Administration--work done in conjunction with the Board of Trustees and pastor
 - a. Meet with trustees lead to coordinate maintenance work
 - b. Secure estimates, schedule repairs, and oversee work of plumbing, mechanical systems, electrical systems, carpentry, and painting as directed by the Trustees.
 - c. Research any contractual services required for building maintenance with the pastor and Trustees' guidance and present findings to Trustees for approval
 - d. Work with Financial Administrator to finalize contractual services
 - e. Coordinate with contractors to provide building access and supervision as necessary
 - f. Provide confirmation to the Financial Administrator for payment of contractors when work is completed
 - g. Make minor repairs to toilets, windows, doors, locks, floors, ceilings, walls, etc.
 - h. Maintain accurate records of all contracts, maintenance agreements, and warranties.
 - i. Develop with the Trustees a timeline for repairing and replacing large systems and equipment.
 - j. Oversee regular/annual equipment and facility inspections and maintenance as necessary.
 - k. Check roof areas, attics, and old plaster ceilings for leaks during or just after hard rains. In the event of flooding, remove water from flooring, carpeting, and all other surfaces as soon as possible
3. Maintenance
 - a. Remove any debris from the church grounds
 - b. Replace any lights in a timely fashion
 - c. Perform minor repairs to furniture, fixtures, and other items as needed
 - d. Make sure exits are free of debris and accessible, i.e. snow and ice removal in conjunction with the snow removal supplier
 - e. Maintain custodial equipment in clean and operable condition and store such equipment properly
 - f. Maintain exterior landscaping around the church and perform watering of any plants or seeded areas as directed
4. Miscellaneous
 - a. Assist custodian with annual cleaning of light fixtures
 - b. Manage emergencies having to do with the church building and parsonages
 - c. Be a contact person in case alarm goes off in the church and communicate with authorities
 - d. Oversee cleaning service, snow removal and landscaping services
 - e. Order cleaning supplies and kitchen supplies
 - f. Attend staff meetings as directed by the Senior Pastor
 - g. Other duties as assigned

TERMS OF EMPLOYMENT:

This is a part-time (15 hours/week), exempt position. Work year, workdays, salary, and benefits are established in accordance with the provisions of the current BCUMC Lay Personnel Policy Manual as approved by the Staff-Parish Relations Committee.

EVALUATION:

Performance of the job will be evaluated at least annually in accordance with the provisions of the current BCUMC Lay Personnel Policy Manual.

ACKNOWLEDGEMENT:

In signing this Job Description, I acknowledge that I have received a copy of the job description in which I am currently employed. I understand that a signed copy will be placed in my personnel file.

Employee Signature _____ **Date** _____