

JOB DESCRIPTION

Job Title: Facilities and Maintenance Coordinator
Employment Status: Full-Time

Department: Operations
Direct Report: Dan Hardy

Purpose of the Job: Are you a pro at wielding wrenches, a master of maintenance, and a champion of cleanliness? Realife Church wants you to join our team as the Facilities and Maintenance Coordinator! As the guardian of our physical space, you'll play a crucial role in ensuring our church is not just a building but a welcoming home. Your mission, should you choose to accept it, is to coordinate the daily maintenance of the church and grounds to “create a place people love, so they can experience a loving God.”

Overview of Responsibilities:

General:

- Weekly rendezvous with the Director of Operations to cover all bases for the upcoming week.
- Lead and schedule teams of volunteers for maintenance, grounds, and cleaning, ensuring not just their physical tasks are covered but also nurturing their spiritual development.
- Work closely with the Director of Operations to assess building needs and projects.
- Emergency response – the go-to person for alarms and urgent situations.

Maintenance:

- Maintain all systems – HVAC, plumbing, electrical, fire, sprinkler, and security.
- Craft a routine maintenance program for the maintenance team.
- Be the superhero for electrical and plumbing issues, and when in doubt, call in the contractors.
- Keep supplies in check and ensure a smooth flow of replacement parts.

Grounds:

- Assemble teams, both paid and volunteer, to maintain our landscaping excellence.
- All-weather warrior – coordinate and execute snow removal plans during winter storms.

Cleaning:

- Stock up on cleaning supplies and paper goods because a well-stocked church is a happy church.
- Develop and maintain a cleaning schedule, involving both paid contractors and volunteers.
- Collaborate on room setups for big activities with the Campus Coordinator.

Spiritual Life:

- As a Jesus-follower, you radiate the fruit of the Spirit in your life.
- You bring positivity, a servant's heart, and joy to the workplace.

Skills and Qualifications:

- Multitasking required with working knowledge of electrical, plumbing, and basic construction.

- You scored at least a bronze medal in Blueprint and Schematic Reading at the Facility Games.
- You are comfortable working independently but are also a great mentor.
- Computer skills that go beyond sending emails.
- Proven track record in effective time management and problem-solving.
- At least 3 years of experience in facilities, maintenance, or construction.

Preferred Qualifications:

- Background in security, logistics, or supply chain.
- Knowledgeable in maintaining and repairing vehicles.

Physical Demands:

- Ability to lift 50lbs.
- Ability to climb several flights of stairs daily.

About You:

- 1) Your mantra: "Any job worth doing is worth doing right."
- 2) YouTube is your go-to for DIY wisdom, saving you thousands in home repairs.
- 3) Helping a friend build a barn? Sounds like a weekend well spent!

Ready to embark on this maintenance adventure with us? Submit your resumes and qualifications to daniel.hardy@realifechurch.org and let's build something extraordinary together!