

Facility & Grounds Maintenance Coordinator

Reports To: Director of Operations

Status: Full-Time / Non-Exempt

Location: Realife Church – Greenfield, IN

Position Summary

The Facility & Grounds Maintenance Coordinator is responsible for ensuring that all Realife Church facilities and grounds are clean, safe, well-maintained, and operating efficiently. This includes routine hands-on maintenance, vendor coordination, emergency response, and Dream Team volunteer leadership. The ideal candidate is proactive, organized, detail-oriented, dependable, and committed to creating excellent environments that reflect Realife's mission of *creating a place people love so they can experience a loving God*.

Key Responsibilities

Facility Maintenance

- Conduct and/or oversee routine inspections, preventive maintenance, and repairs of building systems (HVAC, plumbing, electrical, lighting, security, and fire systems)
- Respond promptly to facility emergencies and building alarms; act as the primary contact for urgent maintenance needs.
- Set up and take down baptismal equipment each month, ensuring that all components are working and the space is ready for service.
- Supervise janitorial duties or collaborate with cleaning vendors to maintain clean and inviting environments.
- Keep track of tools, cleaning supplies, and replacement parts.
- Collaborate on preparations for events and ministry activities, ensuring rooms are ready and well-equipped.
- Keep essential records of repairs, schedules, and building maintenance using logs or facility software (if applicable).

Grounds Management

- Ensure that the exterior grounds are clean, safe, and well-maintained throughout the year.
- Coordinate with vendors and volunteers regarding landscaping, snow removal, pest control, and seasonal projects.
- Monitor the condition of parking lots, sidewalks, signage, and exterior lighting.
- Prepare plans for seasonal readiness (e.g. snow/ice prep, leaf removal)

Team Leadership & Coordination

- Recruit, equip, and lead Dream Team volunteers for maintenance and groundskeeping projects.
- Lead through Realife's 4 C's Dream Team model:
 - *Care* – Build personal relationships by showing concern for each team member's well-being
 - *Celebrate* – Recognize contributions, highlight wins, and cultivate a culture of honor
 - *Communicate* – Provide clear expectations, updates, and feedback
 - *Coach* – Empower volunteers through hands-on guidance, support, and encouragement
- Provide guidance, resources, and oversight to ensure quality results on volunteer-led tasks.
- Develop a pipeline of high-capacity volunteers who can help lead and take ownership in specific areas.
- Coordinate with various departments to address the facility needs for church services, events, and programs.

Administrative & Operational Duties

- Keep current records of finished maintenance, vendor work, and project timelines
- Assist in forecasting facility supply and maintenance budgets
- Communicate consistently with the Director of Operations to evaluate future needs and address issues.
- Participate in weekly check-ins to assess facility readiness, ongoing projects, and priorities.

Qualifications

- 2 to 3 years of experience in facility maintenance, building operations, or a related trade (church setting preferred)
- Working knowledge of building systems (HVAC, plumbing, electrical, security, and fire systems)
- Comfortable with hands-on work and physical tasks (lifting up to 50 lbs, using ladders, climbing stairs)
- Capable of independently troubleshooting and resolving basic maintenance issues.
- Organized, reliable, and solution-focused, with strong time management abilities.
- Demonstrated ability to lead, delegate, and collaborate with teams (volunteer and vendor)
- Basic computer skills and the ability to maintain documentation accurately.
- A passion for service and a commitment to excellence in ministry settings
- A flexible schedule and readiness to address after-hours facility needs or emergencies