

## St. Mark's Evangelical Lutheran Church

Position Description

Position Title: Facilities Coordinator (up to 20 hours per week)

Status: Part-time, non-exempt

Reports to: Lead Pastor

Position Purpose: To provide for the care of the physical property of St. Mark's buildings and grounds

Responsibilities Include:

- A. Maintain building systems and equipment, including the boiler.
  - 1. Troubleshoot equipment malfunction
  - 2. Monitor the routine maintenance contracts for elevator, fire equipment, pest control
  - 3. Be familiar with terms of all service contracts, warranties, etc.
  - 4. Contact service providers when needed and ensure work is done promptly and properly
  - 5. Perform required boiler checks and maintain logs as required during the heating season
  - 6. Perform routine and basic maintenance and repairs on equipment, furnishings and fixtures
  
- B. Order supplies for the building and grounds
  - 1. Work with vendors to ensure purchase of most economical supplies of appropriate quality
  - 2. Maintain appropriate amount of supplies
  - 3. Monitor products for quality and economy; explore new products as needed
  
- C. Maintain grounds and parking lots, ensuring a safe environment
  - 1. Mow grass and trim edges of lawn as needed
  - 2. Perform minor tree trimming as needed
  - 3. Ensure that walks and parking lots are free of snow and ice
  
- D. Perform custodial responsibilities and oversee daily cleaning of building
  - 1. Shampoo carpets
  - 2. Scrub and wax floors
  - 3. Perform general cleaning duties as needed
  - 4. Provide work direction to janitor and facility and grounds volunteers
  
- E. Set up and tear down room set-ups for funerals, weddings, various meeting and ministry activities (working with janitor)
  - 1. Set up/take down for Sunday coffee hour and Wednesday evening meals
  - 2. Receive written set-up requests from staff and/or members
  - 3. Check calendar for availability of space at time requested
  - 4. Select most appropriate set-up for event if specific instructions are not provided; contact requester as needed to clarify
  - 5. Tear down set-ups and clear rooms as soon as possible after event

- F. Provide administrative oversight of property needs
  - 1. Review building and grounds related bills, verify accuracy of charges for equipment, supplies and services, and prepare payment vouchers
  - 2. Determine work schedule for janitor
  - 3. Monitor use of on-call hours
  - 4. Serve as staff liaison to property committee, attend monthly meetings and participate in building and grounds decision making
  
- G. Other duties as assigned

#### Qualifications

- Boiler license or willingness to acquire license
- Basic knowledge of custodial duties in commercial building

#### Competencies

- A clear understanding of the principles and practices of building upkeep
- Ability to relate well to persons of all ages, ethnicity and gender
- Ability to work as part of a team with coworkers