

CROSSWALK

Title: Facility Maintenance Coordinator

Rate: \$19.00 per hour

Reports To: Christianne Duarte, Office Administrator

Employee: TBD

Job Summary:

The FACILITIES MAINTENANCE EMPLOYEE MUST BE:

- A committed Christian.
- Committed to Crosswalk Church and its vision.
- A highly organized individual with outstanding leadership skills.
- Skilled in recruiting and supervising volunteers.
- Able to work aggressively and independently.
- Able to make judgments and decisions with minimal supervision.
- A visionary capable of developing a team of like-minded volunteers that will aid in the growth of the church.
- Able to communicate effectively and efficiently both verbally and in writing.

Responsibilities:

- Manage warehouse storage and equipment
- Work directly with staff for set up/tear down of church events and building functions
- Regularly inspect the church premises for areas of need or concern
- Support the ministry goals of Crosswalk Church through the application of expertise primarily in areas including custodial care and maintenance, janitorial needs, building operations, and mechanical systems
- When necessary, contact applicable outside vendors to facilitate repairs, ensuring competitive and fair pricing
- Coordinate the maintenance of the plumbing, electrical, and mechanical systems, including minor repairs and coordination of volunteer or outside vendors for major repairs or replacements
- Develop and recommend a plan to repair and/or replace needed items around the facility

- Keep the facility clean, attractive, and well-maintained, inside and out.
- Develop and oversee a team of volunteers to serve in maintenance
- Set up rooms weekly as requested
- Update facilities to annual fire inspection codes

Skills/Qualifications:

- General knowledge of building maintenance, general carpentry, plumbing, electrical, and custodial skills.
- Proficiency in basic carpentry, janitorial, and mechanical skills.
- Good organizational and planning skills and a demonstrated ability to lead other employees and volunteers.
- Ability to communicate with staff and volunteers on facility needs and uses
- Ability to lift a minimum of 40 pounds and to have complete mobility in building and grounds activities