



FACILITIES COORDINATOR

Operations

Activity-Based Job Description

CHURCH - Winterville

SUPERVISOR: Finance Director **Is a Supervisor?** ☐ Y ☒ N

SALARY RANGE: \$38,000 - 45,000 per ☐ Hour ☒ Year **FLSA:** ☒ Exempt
☐ Non-Exempt

SCHEDULE: ☒ Full-Time ☐ Part-Time ☒ Sunday-Thursdays
☒ On Call - Fridays ☐ Monday-Friday

POSITION MISSION:

The Facilities Coordinator serves as a liaison between Opendoor and various vendors. They are responsible for overseeing the maintenance and repairs of all Opendoor buildings, grounds, equipment, and vehicles.

QUALIFICATIONS:

- Two years relevant experience in some of the following fields: HVAC, construction, electrical, plumbing, painting, groundskeeping, and general maintenance
- Ability to reach, bend, stoop, kneel and stand for extended periods of time. Frequent climbing ladders is required
- Ability to lift 50 pounds or more on a regular basis
- Able to operate small machinery and tools
- Verbal, written, and telephone communication skills with the ability to act on both a professional and personal level
- Fundamental computer skills such as internet navigation, email communication, use of smart phone and various mobile applications, etc.
- Innovative, proactive, resourceful and an effective problem solver
- Detail-oriented with demonstrated ability to handle multiple priorities simultaneously
- Ability to manage, project, and steward budgets
- Self-motivated and able to take a task or project through completion
- Strives to fulfill mission of Opendoor Church's mission and honors our Core Values
- Valid NCDL

POSITION RESPONSIBILITIES:

- Personally complete work orders and preventative maintenance tasks that are within skillset
- Develop preventative maintenance schedule accompanied by budget for recurring needs including:
 - HVAC service
 - Vehicle maintenance and cleaning
 - Carpet cleaning
 - Building/window cleaning

- Landscape/mulch
- Maintain organized storage facilities
- Store all tools, and implement check-in/out system for staff use
- Develop vendor/contractor relationships, get 3 bids when over \$3,000/job
- Coordinate all equipment rentals
- Help with minor construction needs of ministry departments
- Ensure property is ready for annual fire inspection
 - Fire extinguisher and emergency light inspection/repair
 - Monitor storage around all electrical breaker boxes

CONTENTS	DESCRIPTION
Effective/Revised date:	1/11/2022
Applicable to:	Operations
Approved by:	HR Director