

ALGER PARK CHRISTIAN REFORMED CHURCH
FACILITIES COORDINATOR

Accountability:

1. In performance of job responsibilities, to the Personnel Committee and the Pastor of Worship & Vision
2. In planning and execution of tasks, to the Church Administrator

Oversees:

1. Maintenance of Church Facilities - primarily working with contractors to address issues that arise
2. Address routine maintenance task (batteries, lightbulbs, etc) as needed

Evaluation: According to the Employee Manual of Policies and Procedures

Status/Hours: Part Time, Hourly (average of 7-15 hours per week; hours worked will fluctuate)

Qualifications:

1. Ability to take initiative in completing tasks and/or referring tasks to contractors
2. Ability to climb ladders and stairs; ability to lift at least 50 pounds
3. Ability to develop constructive relationships with contractors and staff members
4. Knowledge of building equipment preferred

Specific Responsibilities (Including But Not Limited To):

1. Oversight of church facilities and equipment (check weekly)
2. Address ongoing and emergency maintenance issues (address rain water leaks, loose railings, door closers, plumbing leaks, pest control, small painting and caulking projects)
3. Contact appropriate contractor(s) when needed
4. Approve invoices for facilities contractors and forward to accountant for payment
5. Point person for utility companies and issues
6. Point person for inspections - fire, elevator, etc.
7. Apply ice melt if needed to walks and entryways (beyond contractor services)
8. Routine Maintenance/"handyman" work: small repairs, ballast bypass LED bulb upgrades, etc.
9. Maintain the boiler chemicals; monitor the boiler room for leaks and proper operation
10. Attend staff meetings; keep staff updated on all significant changes, contractors in the building, etc.
11. Assist with event preparations when appropriate (as part of the staff team)
12. Keep entryways clean (blow off, sweep, etc.)
13. Monitor, helps sort, and bring out recycling (biweekly pickup by City of GR)
14. Coordinate closely with B&G committee; attend meetings as appropriate
15. Do enough scope/design work (coordinating with B&G team) to be able to intelligently seek bids on larger repairs and upgrades.
16. Provide research and recommendations to annual budgeting and long term planning processes
17. Spring/summer gardening: weeding, sprinklers for north playground and memory garden, water potted plants, schedule soakers and underground (adjust frequency as needed), spray deer repellent
18. 5S management of storage areas...in coordination with staff and volunteers and cleaning personnel
19. Special cleaning: entries, closets, spills, event cleanup, anything outside of contract with Pinnacle
20. Groundskeeping: pick up trash along Eastern and Walsh, pick up pet poop, pick up branches/sticks (after storms in particular)

Approved by Office Administrator: _____

Date: _____

Approved by Personnel Committee: _____

Date: _____