

Hope Center Facility Maintenance Coordinator Job Description

TITLE: Facility/Maintenance Coordinator

DEPARTMENT: Operations

REPORTS TO: Hope Center Director of Operations or HC Board Designee

STATUS OF POSITION: Part time Salaried

Description of Responsibilities

GENERAL DESCRIPTION

The Coordinator is responsible for the management of services and processes that support the core business of an organization. They ensure that an organization has the most suitable working environment for its employees and their activities. Duties vary with the nature of the organization, but the Coordinator will generally focus on using best business practice to improve efficiency, by reducing operating costs while increasing productivity.

COMPENSATION and TIME REQUIREMENTS

This is a part-time salaried position (Rate determined per Hope Center Policy), with PTO determined according to Hope Center policy. Currently, the position requires a minimum of 18 hours and a maximum of 34 hours. Hours above the 34 hours allotted must have approval from the Board or a director of the Hope Center.

GENERAL EXPECTATIONS

The Coordinator will oversee and execute all facility management duties of the Hope Center. In addition, the coordinator supports all operational functions for the facility and will provide physical maintenance services needed by the tenants and programs housed in the Hope Center, either personally or through a system of community service workers, volunteers or a part-time janitor if feasible under the Hope Center budget.

- ◆ Building and grounds maintenance
- ◆ Cleaning
- ◆ Vending
- ◆ Health and Safety
- ◆ Security
- ◆ Utilities and communications infrastructure
- ◆ Space Management
- ◆ Project Management

- ◆ Supervise and work along side teams of volunteers, community service workers, part-time employees, West Central and mission teams. The goal is to build relationship and mentor those that serve at the Hope Center

SPECIFIC RESPONSIBILITIES

- ◆ Attends Core Staff trainings
- ◆ Attends Directors meetings as requested
- ◆ Manage the security system, safety and security team, monitor building access and key management
- ◆ Preparing documents for the receipt of bids for contractors
- ◆ Managing and leading change, to ensure minimum disruption to core activities
- ◆ Directing and planning essential central services such as safety, security, maintenance, cleaning, waste disposal and recycling
- ◆ Performing essential building maintenance services either personally or through a system of community service workers, volunteers or a part-time janitor if feasible under the Hope Center budget
- ◆ Monitor the building schedule to plan for project management, cleaning and maintenance, to ensure the rooms are ready as needed and for minimal building and operational impact.
- ◆ Ensuring the building meets health and safety requirements
- ◆ Responsible for property and grounds management, including landscaping, mowing, and snow removal
- ◆ Work with the team of directors for the planning of the best allocation and utilization of space for current facilities
- ◆ Checking that staff or contractors have completed contracts and work orders satisfactorily. This includes following up with any deficiencies.
- ◆ Coordinating and leading team(s) to cover various areas of responsibility including locating and managing volunteers or community service workers to assist with duties or to complete on their own if volunteers aren't available
- ◆ Responding appropriately to emergencies or urgent issues as they arise and generally be able and willing to resolve tenant or building issues on a timely basis
- ◆ Liaison with the School Maintenance team,
- ◆ Work to minimize the number of work orders submitted to the school system
- ◆ Willing to recruit others

PHYSICAL DEMANDS

- ◆ Based upon each individual's abilities, there are many aspects of this job that require moderate to intense physical labor.
- ◆ There are physical aspects to the position that may require lifting up to 80 lbs.

TEAM MINISTRY

The Hope Center Facility/Maintenance Coordinator will work to create a leadership and team environment with all directors in all ministries including but not limited to the supervision of the volunteers, community service, West Central, etc. The Facility/Maintenance must be a team player while working with other church, ministry and other agency leaders throughout Union County.

Facility/Maintenance Coordinator VISION STATEMENT

Our vision is that everyone who lives in the Hope Center community experiences God's best plan for their lives.

Facility/Maintenance Coordinator MISSION STATEMENT

Recognize the reality that people rarely think about the building unless something goes wrong. It's the Director of Operations job to do that, plan to avoid and anticipate as many issues as possible and effectively and efficiently handle the ones that come up.

FLEXIBILITY

This position faces new challenges each day as changes arise. You must be able to quickly switch gears if needed to handle any and all issues that might come before you in any given day. The Coordinator must be available to assist daytime, evenings, weekends and around or on the holidays as needed.

SPIRITUAL MENTORING

As the Facility/Maintenance Coordinator, you will meet and talk with people each day that need spiritual mentoring, prayer, a listening ear, etc. and you need to be willing and able to give this to anyone where needed. This is a very integral part of our "Family" here at the Hope Center.

ABOVE ALL ELSE

The Facility/Maintenance Coordinator must have a deep intimate relationship with Jesus Christ because it will only be by the strength of the Holy Spirit that he or she will be able to survive, let alone thrive in his or her ministry. The Coordinator must be able to spiritually feed his or her self on the meat and milk of God's Word. The Coordinator should be active in a church body, and submitting his or her self to leaders in their life.

MINIMUM QUALIFICATIONS

- ◆ Proficient in Microsoft Office, including Microsoft Publisher, Word, Excel and PowerPoint
- ◆ High school graduate or GED equivalent
- ◆ College degree or equivalent experience preferred
- ◆ Willing to sign confidentiality statement and statement of faith
- ◆ Willing to consent to a criminal background check upon acceptance of position
- ◆ Be at least 21 years of age
- ◆ Proficient in social media (Twitter, Instagram, Snapchat, etc.)
- ◆ Must be an ace of all trades and be competent in and able to perform general repairs, maintenance work, troubleshooting and building renovations
- ◆ Must possess building management skills
- ◆ Willing to sign the Oath of Compassion Ministries to do no harm
- ◆ Must display diplomacy, maintain good relationships with building tenants and use best efforts to meet tenants' reasonable building needs