

# **First Lutheran Church Support Staff position**

## **Position: Facilities Coordinator**

**Accountability:** FLC Pastor, FLC Property committee & FLC Church council & church treasurer (for time sheets)

**Hours:** 10-15 hours per week, flexible scheduling

**Salary:** \$15.00/hr

### **General Responsibilities:**

- Supports FLC operations by maintaining building and grounds

### **Specific Responsibilities:**

- Prepares work to be accomplished by gathering requirements and information establishing priorities
- Maintains building and grounds by ordering and stocking supplies, arranging for services and repairs, issuing and controlling keys, completing minor repairs, maintaining inventory
- Identifying financial obligations and trends by comparing and analyzing vendor quotes annually for major services (i.e. electric services), and comparing them with other churches and maintaining competitive rates.
- Provides information by answering questions and requests
- Schedules and assigns maintenance projects; utilizing expertise of contract workers, congregational members and the property committee expediting work results.
- Informs supervisor and council by providing fact sheets, options, cost estimates and proposed solutions.
- Maintains professional and technical knowledge by seeking out educational and training opportunities.
- Will need to work with all staff, especially sexton and custodian.

### **Skills needed:**

- Excellent communication and technology skills in order to place online orders for supplies through approved vendors.

- The ability to work independently with excellent organizational, planning skills and time management.
- Must be able to track your own time and use approved time sheets. Must turn in hours in a timely manner. Must also communicate when taking time off.
- Knowledge of basic HVAC and mechanical functions of a large non-residential building
- Proficiency in basic carpentry and electrical skills.
- Ability to negotiate with contractors and vendors for facility needs.
- Available and on call for emergencies
- Ability to lift a minimum of 40lbs and have mobility in building and grounds activities. This may require the use of tall ladders.

**In addition, the successful candidate must:**

- Pass a background check and drug test
- Demonstrate maturity and good judgement
- Experience in basic computer usage and programs

**Qualifications/Education:**

- Minimum of HS diploma and 2-5 years in related field.