Position Title: Facilities Maintenance Coordinator
Position Type: Full Time|Salaried|Exempt
Ministry/Teams: Operations Team
Reports To: Facilities Director

Purpose of Role:
The Facilities Team are the primary doers who assists all ministries of Journey Church to fulfill the calling of God by maintaining best practices for maintenance and cleaning of Journey Church owned facilities, as well as by assisting in projects to provide well maintained facilities.

Primary Tasks:
- ➢ Maintain Journey Church owned buildings, equipment, physical systems and vehicles.
- ➢ Coordinate maintenance for properties including interior of all buildings & facilities in all seasons.
- ➢ Maintain the cleanliness & functional use of Journey Church owned buildings & equipment.
- ➢ Manage all cleaning & maintenance needs for Journey Church owned buildings & equipment.
- ➢ Sundays - rotate between the Journey Church owned buildings to support the location teams as needed with cleaning, room set ups, exterior/interior building readiness.
- ➢ Assist with managing all building systems, (alarms, access, HVAC, lighting, etc.).
- ➢ Assist with maintenance projects for all facilities as assigned.
- ➢ Collaborates with the team to ensure operational readiness for all events held at Journey facilities.

General responsibilities:
- Manage and maintain facilities records & maintenance schedules, work with contractors.
- Equip and resource teams of capable volunteers to serve church facility needs and practical help ministry.
- Ambassador who communicates effectively as a point of contact representing Journey facilities.
- Performs weekly or as-needed building maintenance on systems including: fire suppression pump, water chlorination, alarm system, snow removal, septic system, well pump(s), etc.
- Maintains exterior of building, parking lots, walkways, etc. for safe access in all seasons.
- Maintain accurate records of the condition of equipment and other building systems.
- Create and maintain a regular schedule to evaluate facilities and direct preventative maintenance work.
- Follow up with contractors to ensure work is completed properly to standards and timely.
- Direct contact with outside vendors and/or staff members in case of an emergency such as fire, water damage, etc.
- Provides oversight and management of janitorial crew ensuring the buildings are cleaned and ready for all events.
- Trains and develops volunteer ministry serve team for church facility needs and practical helps ministry.
- Ensures all classrooms, auditorium, and ministry spaces are set up for weekly needs. Maintains and organizes inventory of all tables, chairs, and facility use items and resources.
- Meets consistently and/or as requested with Operations team for ministry planning, coaching and developing.
- Ensures all facilities are ready for events and activities with cleanliness, inside & outside set up, system needs (access, lighting, hvac, etc).

- Follow a regular cleaning schedule for both buildings with the focus to be fully cleaned and prepped for Sunday services as well as normal weekday use.
- Order cleaning supplies for all janitorial closets at both Journey Church owned buildings.
- Coordinate additional cleaning services with vendors for exterior window cleaning, carpet cleaning, etc as needed.
- Proactive in getting jobs completed - buildings cleaned in a timely manner, routine maintenance performed by deadlines.
- Assists with alarm system, entry access, lighting schedules, and hvac setting and schedules both online and on an app.
- Ensure the general security of buildings with both manual and programmed doors. All doors locked at the end of business, unlocked for ministry hours or events.
- Ensure a well maintained building by reporting maintenance issues and helping with general maintenance of all equipment used.
- Coordinate maintenance for all Journey owned vehicles and equipment. Shuttles, trucks, landscaping equipment, routine clean, gas and maintenance, etc.
- Meets all contracted labor, contractors, or vendors at the building(s) when requested.
- Consistent schedule and availability; works on call as assigned.
- Pray regularly for the church and its people, and model spiritual vitality and accountability
- Attends all department or staff meetings as assigned.
- All other duties as assigned by the Operations Director or Operations Pastor.

Education & Experience Requested:

- High School diploma or equivalent
- Personal transportation to and from Journey facilities.

Possess and exhibit the following Core Values:

- Personal Love for God and Love for People
- Work ethic that is excellent, protective of the church, and frugal with time and money
- Attitude of a servant, enjoyable to be with and devoted to the call of God and the church
- Supports the mission of Journey Church of being an active member and attender

Essential Physical Requirements:

• Frequent lifting five (5) to fifty (50) pounds
• Occasional lifting fifty (50) to one hundred (100) pounds
• Frequent extensive walking, bending, standing, reaching, stooping
• Occasional climbing, kneeling, squatting

Signatures - This job description has been approved by:

Supervisor: _____ Date: _____

Operations: _____ Date: _____

Signature - This job description has been ACCEPTED by:

Candidate: _____ Date: _____