



Position Title:	Facilities Coordinator
Hours/week:	40 + (full-time)
Reports To:	Campus Pastor
Classification:	salaried/exempt
Pay Range:	\$46,000 - \$55,000 annually, depending on experience
Benefits:	Individual medical/dental/vision/life insurance options; eligible to participate in HSA and 403(b); paid vacation and sick time

This staff position is essential in the ministry of Woodmen Valley Chapel (Woodmen) to spread the gospel and expand God's kingdom by gathering, connecting, growing and contributing. The individual in this role is to fulfill the following responsibilities in such a way as to demonstrate and live out Woodmen's vision to love well and change lives through Christ.

PRIMARY RESPONSIBILITIES:

1. Supports, assists and partners with all campus ministry departments to ensure efficient and secure operation of ministry department needs for facilities and security support with a servant's attitude
2. Ensures maintaining clean and effective facilities
3. Develops, oversees and maintains Facility Ministry partner (MP) serving opportunities
4. Develops, oversees and tracks campus facility budget
5. Oversees Facilities Assistant(s) and contracted vendors to ensure cleanliness of campus at all times
6. Accountable for ensuring daily setup of facilities as scheduled for ministry events
7. Responsible for the security of the campus, making sure facilities are locked when not in use
8. Assists the Maintenance Team in maintaining operational condition of all facilities-related equipment
9. Ensures Quality Assurance of vendors' performance
10. Ensures campus buildings/grounds are maintained in such a way as to allow for physical safety of guests
11. Maintains NIOSH requirements and MSDS
12. Reports needed repairs/maintenance items to the Director of Facilities and Maintenance
13. Schedules janitorial service, as needed
14. Assists the Campus Safety Director in the continuous diligence of physical and personal security of persons and the facilities and reports on found deficiencies
15. Responsible for the constant alertness of physical and personal issues of health, welfare and safety
16. Identifies problems, seeks solutions, provides on the spot corrective action for the safety of staff and attendees
17. Other duties as assigned

SKILL/ABILITY/KNOWLEDGE REQUIREMENTS

1. An ongoing relationship with Jesus Christ demonstrated by regular prayer, Bible study, and worship attendance.
2. A regular attendee and Commissioned Leader of Woodmen who supports the church vision and values, as well as contributes time and tithes and adheres to Woodmen's Statement of Faith and all policy and belief documents
3. Associates degree from a 2-year college in a related technical field or a certificate or diploma from a trade school in a related field, preferred
4. Five years' experience supervising the maintenance/operation of an office/convention facility and its staff
5. Ability to work with a diverse group of professionals in a Christian environment
6. Ability to carry out performance of tasks with a servant's heart
7. Experience with repairs and maintenance of a variety of equipment
8. Knowledge of and experience with OSHA standards, MSDS, NIOSH and industrial safety practices
9. Able to operate commercial powered equipment, automobiles and trucks (standard and automatic)
10. Able to lift and carry up to 50 pounds (i.e., equipment, office supplies, yard equipment)
11. Able to stand for several hours, withstand cold and heat, and walk a distance of one mile
12. Able to work in and around facilities, storerooms and maintenance areas in confined spaces and climb heights up to 50 feet
13. Must have a valid Colorado Driver License and reliable transportation
14. Weekend hours required