



# Facilities Coordinator Job Overview

Qualifications for employment at Watermark include having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of Watermark, and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing member of Watermark or willing to become one.

**JOB TITLE:** Facilities Coordinator

**FLSA STATUS:** Exempt

**DEPARTMENT:** Operations

**TIME REQUIREMENTS:** Full Time

**REPORTS TO:** Director of Facilities Maintenance

**CLASSIFICATION:** Non-Ministerial Role

**STAFF MISSION STATEMENT:** Inspiring and equipping every member to live a life of full devotion to Christ.

**POSITION SUMMARY:** Responsible for assisting in all aspects of facilities maintenance, including hands on work, as well as day to day operations of Watermark sites. Main responsibilities include timely delivery of small projects, assisting with and troubleshooting maintenance issues, making on-going improvements to preventative maintenance schedules, and development and upkeep of effective maintenance and safety processes and procedures.

## ESSENTIAL SKILLS & EXPERIENCE:

- Excellent written and verbal communication skills both internally and externally
- Working knowledge of Microsoft Office
- Educational and/or work background, preferably in the fields of facilities maintenance
- Working knowledge of HVAC and building automated systems
- Ability to work in dynamic environment

## POSITION RESPONSIBILITIES:

1. Vendor coordination and/or hands-on completion of assigned maintenance requests in a timely manner, which would include various tasks like painting, sheetrock, door locks, doors, lights, filters, concrete work, landscape, plumbing, electrical, HVAC, picking up supplies, cleaning, setting up office furniture, and many more.
2. Help with ministry events, setups, and other support as required
3. Coordinate internal resources and third parties/vendors for the flawless execution of projects
4. Manage the relationship with the Watermark Staff and all stakeholders
5. Establish and maintain relationships with third parties/vendors
6. Exemplify a high mechanical aptitude to problem solve different scenarios within the various fields of maintenance
7. Takes initiative to learn more about each field of maintenance to become better equipped
8. Physically able to lift 50-100 pounds and climb ladders
9. Must be available via cell phone 24/7 in case of emergency calls
  - a. Will be scheduled to be on-call on a periodic bases

**DIRECT REPORTS:** N/A

## MARKERS OF AN IDEAL CANDIDATE:

- Self-motivated and capable of working independently with little supervision, as well as on a team
- Must have a willingness to serve in multiple capacities
- High capacity
- Flexible and adaptable