



Christ Lincoln is a family working together to grow the kingdom of God. Our mission is connecting people to Christ, together growing in His Word. Each day we strive to join Jesus on His mission so that all may know Jesus!

<b>Job Title</b>	Facilities Coordinator
<b>Department</b>	Facilities
<b>Reports To</b>	Executive Director of Schools & Facilities
<b>Position Level</b>	4
<b>Position Status</b>	Full Time - Non-exempt

### Job Purpose

The Facilities Coordinator is responsible for supporting the buildings and employees of the Christ Lincoln Team. The Facilities Coordinator will collaboratively ensure Christ Lincoln campuses are safe and secure. Additionally, the Facilities Coordinator will serve as project manager for assigned projects. Furthermore, the Facilities Coordinator will be responsible for accounts payable.

### Duties and Responsibilities

- I. Support the buildings and employees of Christ Lincoln
  - A. Efficient administrator for Facility Maintenance Request process
  - B. Collaborate with others to best serve the needs of the ministry
  - C. Interact through email, phone, Facilities Maintenance Requests and face to face
  - D. Provide time sensitive and semi-skilled maintenance including, but not limited to rough and finish carpentry, painting, plumbing, tile setting, landscaping, small engine repair, electrical, HVAC and custodial
  - E. Involve specialized technicians when necessary following established procedures
  - F. Actively engage with the public in facility rentals and event set ups.
- II. Collaboratively ensure Christ Lincoln campuses are safe and secure
  - A. Exhibit excellence and improvements through visual inspections of the building and grounds
  - B. Remove hazards and address safety concerns immediately
  - C. Review and update door schedules, activate and deactivate access controls as directed
- III. Serve as project manager on assigned projects
  - A. Provide strategies, timelines and cost estimates to the Executive Director of Schools & Facilities
  - B. Take on the role of primary contact for vendors completing projects onsite
  - C. Supervise and guarantee prompt response and proactive preparation for snow removal and grounds maintenance
  - D. Oversee the phone system and related service contracts.
  - E. Responsible for Christ Lincoln vehicle maintenance, registration, licensing and reservations.
  - F. Oversee Large and Small Volunteer and Staff cleanup/Campus Care Events
  - G. Support Wedding Coordinators through effective event management.

- H. Focus on the safety and security needs of each campus through partnership with security vendors.
- IV. Accounts Payable
  - A. Promptly enter receipts and invoices into the accounting system.

## Qualifications

- I. Knowledge
  - A. Microsoft Office programs and Google Suite
  - B. Customer service principles to handle inquiries and provide assistance to others
- II. Essential Traits
  - A. Strong desire to consistently speak well of one another, defend one another and explain things in the kindest way
  - B. Reliable and consistent attendance
  - C. Positive attitude
  - D. Action oriented
  - E. Initiative to build relationships and rapport with current and potential volunteers
  - F. Commitment to excellence and upholding ethical standards
  - G. Ability to work independently or ask a team
- III. Skills
  - A. Effective time management and multitasking skills
  - B. Exceptional proficiency in finding solutions to challenges
  - C. Proficiency in prioritizing and organizing tasks
  - D. Strong analytical abilities
- IV. Education
  - A. Bachelor's Degree or a minimum of 3 years experience in facilities management, construction technology, or in project management required.
  - B. Experience or certification in construction, HVAC, plumbing, or electrical required.

## Physical Requirements

Comfortable use of a computer for extended periods, with the need to adjust monitors, keyboards, and chairs for ergonomic support. Prolonged sitting at a workstation is common. Some tasks, like typing or using a mouse, may involve repetitive motions. Manual dexterity is necessary for filing, handling paperwork, and assembling documents. There may be occasional lifting and carrying of office supplies, small packages, and other items up to 50 lbs. Good eyesight is essential for reading documents and viewing computer screens. Adequate hearing is necessary for communication with colleagues, attending meetings, and answering phone calls. Clear verbal communication skills are important for interacting with coworkers, members or visitors.

## Direct Reports

This position is the supervisor for the Facilities Assistant role, overseeing task allocation and completion in line with department goals. They also provide guidance, support, and direction to ensure a well-functioning and efficient facility management process. Additionally, they will collaborate with Wedding Coordinators, offering direction and assistance to ensure events are supported with well-maintained and functional facilities.

## What We Believe

The ministry of Christ Lincoln is part of the greatest work we as followers of Jesus can do: Connecting People to Christ and Together Growing in His Word. In our efforts to bring others to find a relationship



with Him, we understand we have a great responsibility to those God has entrusted to us. In that, we look to the example set by Christ Jesus himself and are called to live in the world but not of the world.

Christ Lincoln's Living A Godly Life Statement expresses how we believe we are to live based on foundational truths of Scripture. As employees of Christ Lincoln, we are leaders in our community and must align ourselves with these biblical truths. Our lives are a testament to the power of repentance and grace when we fall short and are brought back to our Savior's open arms.

In partnership together, staff must evaluate their personal beliefs against the statements as they are expectations for employees regardless of job title, responsibility level or church membership. We understand all need God's grace. We also believe that God calls our faith to walk in harmony with our actions.