



Qualifications for employment at Watermark requires 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 is consistent with scriptural principles in the Bible.

Job Title: Facilities Coordinator
Department: Facilities

FLSA status: Exempt
Reports to: Facilities Director

Position summary: Responsible for assisting in the maintenance and day to day operations of the Watermark campus as the Facilities Director instructs

Spiritual Gifts:

- Serving
- Administration
- Giving

Role Qualifications / Experience

- Exemplify a high mechanical aptitude in order to problem solve different scenarios within the various fields of maintenance such as HVAC, plumbing, electrical, carpentry, and painting.
- Takes initiative to learn more about each field of maintenance in order to become better equipped to do the job
- Passionately committed to serve and work with excellence
- Self motivated and capable of working alone with little supervision
- Diligent - finish projects well and with care
- Efficient and productive
- A good steward of time, talent, and resources
- Ability to solve problems and manage several tasks simultaneously
- Excellent organizational skills as well as good written and oral communication skills
- Ability to work well with others and handles conflict according to Matthew 18
- 2 years experience working in facilities maintenance is desired
- HVAC/Electrical certifications and/or licenses are a plus but not required
- Physically able to lift 50-100 pounds and climb ladders
- Able to work outdoors in all types of weather in all seasons
- Familiar and able to work with technology (computers, copiers, Microsoft Word and Excel)
- Able to work evenings and weekends when necessary

Position Responsibilities:

- Complete assigned maintenance requests in a timely fashion, which would include various tasks: painting, sheetrock, door locks, doors, lights, filters, concrete work, landscape, plumbing, electrical, HVAC, picking up supplies, cleaning, setting up office furniture, and many more.
- When scheduled to be on-call, must be available via cell phone 24/7 in case of emergency calls for the building and grounds of Watermark
- Completion of any other duties as required by Facilities Director