



Facilities/Maintenance 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/Maintenance Coordinator

Department: Facilities, Events and Security

FLSA Status: Exempt

Reports to: Maintenance Director

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/troubleshooting maintenance issues, making on-going improvements to preventative maintenance schedules and development/upkeep of effective maintenance and safety procedure manuals.

Spiritual Gifts:

- Serving
- Administration
- Giving
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General Requirements:

- Educational and/or Work background, preferably in the fields of facilities, maintenance, construction and/or Project management
- Exemplify a high mechanical aptitude to problem solve different scenarios within the various fields of maintenance
- HVAC/Electrical certifications and/or licenses are a plus but not required
- Takes initiative to learn more about each field of maintenance to become better equipped
- Physically able to lift 50-100 pounds and climb ladders
- Excellent written and verbal communication skills both internally and externally
- Solid organizational skills including attention to detail and multi-tasking skills
- Working knowledge of Microsoft Office
- Self-motivated and capable of working independently with little supervision as well as on a team
- Ability to work well with others and handles conflict according to Matthew 18
- Will be scheduled to be on-call on a periodic bases, must be available via cell phone 24/7 in case of emergency calls
- Must have a willingness to serve in multiple capacities

Overview of Responsibilities:

- Vendor Coordination and/or hands-on completion of assigned maintenance requests in a timely manner, 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.
- Help with Ministry events, setups and other support as required
- Coordinate internal resources and third parties/vendors for the flawless execution of projects
- Report and escalate issues/progress to management as needed
- Manage the relationship with the Watermark Staff and all stakeholders
- Establish and maintain relationships with third parties/vendors
- Completion of any other duties as assigned by Maintenance Director