



## Facilities/Projects 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/Projects Coordinator

**Department:** Facilities, Events and Security

**FLSA Status:** Exempt

**Reports to:** Facilities 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. Project management responsibilities include delivering projects on time within budget and scope. Based on needs, the position time fluctuates between being majority project management to being 100% maintenance.

### **Spiritual Gifts:**

- Serving
- Administration/Project Management
- Giving
- 

### **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
- Ability to read blue prints preferred
- 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

### **Project Coordinator/Manager Responsibilities:**

- Coordinate internal resources and third parties/vendors for the flawless execution of projects
- Ensure that all projects are delivered on-time, within scope and within budget
- Develop project scopes and objectives, involving all relevant stakeholders
- Ensure resource availability and allocation
- Develop a detailed project plan to track progress
- Use appropriate verification techniques to manage changes in project scope, schedule and costs
- Measure project performance using appropriate systems, tools and techniques
- Report and escalate issues/progress to management as needed
- Manage the relationship with the Watermark Staff and all stakeholders
- Perform risk management to minimize project risks





## Facilities/Projects Coordinator Job Overview

- Establish and maintain relationships with third parties/vendors
- Create and maintain comprehensive project documentation
- Collaborate with Director, architect, and construction company on various issues, schedule and changes
- Conduct project on-site meetings

### **Facilities Maintenance 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
- Completion of any other duties as assigned by Facilities Director