

FACILITIES AND BUILDING COORDINATOR

Mayflower Community Congregational Church, United Church of Christ

POSITION TITLE: Facilities and Building Coordinator

Part-time (15-25 hours, flexible and dependent on candidate's schedule and competencies); \$18 to \$22 per hour, depending on qualifications and work roles.

Job Announcement: Mayflower Community Congregational United Church of Christ, a dynamic, progressive, GLBT-friendly, and justice-focused congregation in southwest Minneapolis, seeks a Facilities and Building Coordinator. As an integral part of the Mayflower staff, this position is responsible for overseeing and assisting with the maintenance and appearance of the building and grounds. Becoming carbon neutral is significant to Mayflower's mission, and the Coordinator supports this by overseeing energy usage and controls. Mayflower serves a diverse community and lives out a commitment to social justice. The Facilities and Building Coordinator's work assists the outcomes of this important work.

PREFERRED QUALIFICATIONS:

- 2 + years of building maintenance and coordinator experience.
- Knowledge of building maintenance, carpentry, plumbing, electrical and custodial skills.
- Familiar with facilities operations systems.
- Medium computer skill, including ability to monitor operating systems remotely.
- Knowledge of health, safety and environmental laws, and regulatory requirements.

ACCOUNTABILITY: The Facilities and Building Coordinator reports to the Director of Operations.

POSITION PARAMETERS: Part-time Monday-Friday; monitors operating systems remotely; oversees support personnel for Saturdays and Sundays. Supports the Church's calendar of activities and events. On-call for emergencies.

POSITION OVERVIEW:

Essential functions include maintenance of building and equipment; monitoring and coordinating building access, alarms, and security; overseeing janitorial service; maintaining and overseeing services for upkeep of the external grounds; maintaining building supply inventory; performing regular maintenance tasks, working with outside vendors and volunteers; keeping maintenance records. Responsible for preparing room set ups for meetings. Provide custodial support as needed. The Facilities and Building Coordinator will be a good team player that communicates effectively and is able to coordinate a complex set of assignments to assure maximum productivity.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Ability to lift at least 50 pounds; able to climb ladders, stairs and move unassisted to observe all areas of church facilities, and to observe the work of contractors and vendors; able to enter small, confined, and dark areas, and deal with heights.
- Work is regularly performed in a combination of office, mechanical, and outside environments, and is regularly exposed to changes in temperatures, dust, fumes, and noise.
- Willing to work in a Christian faith community.

Please forward your cover letter and resume to employment@mayflowermpls.org. Open until filled.