



Welcome

4000 NW 53rd Avenue | Gainesville, FL 32653 | 352-376-6615 | TrinityGNV.org

Team: Facilities

Position Title: Buildings and Grounds Coordinator

Supervisor: Director of Facilities

Employment Classification/Status: Program Staff Full-Time, Exempt, 40 hours/week

Mission: *To make disciples of Jesus Christ for the transformation of the world.*

Core Values: Big Hearted, Spirit Led, Christ Minded, Bound by Love

Position Overview:

The Buildings and Grounds Coordinator is responsible for the general maintenance and repairs for all church facilities, including buildings, grounds and equipment. Additionally, this position is responsible for working with and coordinating volunteer servants and outside vendors to maintain a pleasant environment for all who visit.

Essential Duties and Responsibilities:

- Inspect and maintain all church facilities to ensure they continue to function effectively including: buildings, grounds and equipment (including but not limited to: power tools, power equipment, and hand tools)
- Perform ongoing maintenance and repairs for all facilities and equipment
- Assemble and set up furniture and equipment
- Exercise independent judgment in addressing daily concerns regarding maintenance, repairs, and grounds
- Coordinate with outside vendors for all contracted maintenance systems including but not limited to: HVAC, plumbing, electrical, emergency systems, lawncare, and irrigation
- Maintain up to date inventory records of all church fixtures and equipment
- Recommend budget needs for the maintenance of building, grounds and equipment
- Conduct monthly in-house inspections of the fire and emergency systems
- Coordinate and work with volunteer servants in caring for facilities
- Assist and perform other duties as assigned

Education, Experience, and Certification Requirements:

Required Qualifications

- General knowledge and experience in the following areas: plumbing, electrical, HVAC, emergency systems (fire, safety, etc.)
- Able to inspect, diagnose problems and determine the best methods to correct them as well as anticipate future needs
- Exhibit strong problem-solving, self-starting, listening and multi-tasking skills
- Team player mentality, but able to work independently and be self-directed and self-disciplined
- Must have a valid driver's license (drivers background check required for this position)
- Dedicated and invested in the mission of Trinity United Methodist Church

Preferred Qualifications

- General knowledge and experience in the following areas: general vehicle maintenance, basic computer skills

Spiritual Gifts (God-given gifts valuable in completing job duties):

- Helping (serving) - to provide aid and relief to meet practical needs
- Hospitality - to make others feel welcome and comfortable

Created: February 28, 2018

Approved by Supervisor and Pastors: March 14, 2018

Approved by Staff Parish Relations Committee: March 22, 2018