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**Position Title:** Campus Facilities Coordinator

**Hours/week:** 40 + (full-time)

**Reports To:** Maintenance and Facilities Director and Campus Pastor

**Classification:** exempt

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This staff position is essential in the ministry of Woodmen Valley Chapel (Woodmen) to spread the gospel and expand God's kingdom by gathering, connecting, growing and contributing. The individual in this role is to fulfill the following responsibilities in such a way as to demonstrate and live out Woodmen's vision to love well and change lives through Christ.

**PRIMARY RESPONSIBILITIES:**

1. Supports, assists and partners with all ministry departments to ensure efficient and secure operation of ministry department needs for facilities and security support with a servant's attitude
2. Assists the Director of Facilities and Maintenance with maintaining clean and effective facilities
3. Oversees facilities team and contracted vendors to ensure cleanliness of campus at all times
4. Accountable for ensuring daily setup of facilities as scheduled for ministry events
5. Responsible for the security of the campus, making sure facilities are locked when not in use
6. Responsible for maintaining operational condition of all facilities-related equipment
7. Ensures Quality Assurance of vendors' performance
8. Ensures campus buildings and grounds are maintained in such a way as to allow for physical safety of guests
9. Supervises use of Woodmen vehicles
10. Maintains NIOSH requirements and MSDS
11. Reports needed repairs/maintenance items to the Director
12. Schedules porter service, as needed
13. Responsible for the continuous diligence of physical and personal security of persons and the facilities
14. Responsible for the constant alertness of physical and personal issues of health, welfare and safety
15. Identifies problems, seeks solutions, provides on the spot corrective action for the safety of staff and attendees
16. Other duties as assigned

**SKILL/ABILITY/KNOWLEDGE REQUIREMENTS**

1. An ongoing relationship with Jesus Christ demonstrated by regular prayer, Bible study, and worship attendance.
2. A regular attendee and Commissioned Leader of Woodmen who supports the church vision and values, as well as contributes time and tithes and adheres to Woodmen's Statement of Faith and all policy and belief documents
3. Associates degree from a 2-year college in a related technical field or a certificate or diploma from a trade school in a related field, preferred
4. Five years' experience supervising the maintenance and operation of an office/convention facility and its staff
5. Ability to work with a diverse group of professionals in a Christian environment
6. Ability to carry out performance of tasks with a servant's heart
7. Experience with repairs and maintenance of a variety of equipment
8. Knowledge and experience in project management, minor construction and development of plans
9. Knowledge of and experience with OSHA standards and MSDS
10. Knowledge and experience with NIOSH and industrial safety practices
11. Ability to operate commercial powered equipment, automobiles and trucks (standard and automatic)
12. Ability to lift and carry up to 50 pounds (i.e., equipment, office supplies, yard equipment)
13. Must be able to stand for several hours, withstand cold and heat, and walk a distance of one mile
14. Must be able to work in and around facilities, storerooms and maintenance areas in confined spaces and be able to climb heights up to 50 feet
15. Must have a valid Colorado Driver License and reliable transportation
16. Weekend hours required