

## FACILITY MAINTENANCE COORDINATOR (Part-Time)

### JOB DESCRIPTION

The Facility Coordinator position plays a key role in ensuring the smooth operation and maintenance of our church facilities, supporting the various ministries and events that take place within Sunset Church.

### Main Responsibilities:

1. Perform ongoing facility inspections conducting walkthroughs to ensure all building systems are operational (HVAC, electrical, plumbing, lighting, flooring, ceiling, roofing, fire systems, signs, pest control, energy management, landscaping, etc.)
2. Facilities maintenance tasks may include painting, patching, repairing walls, sealing cracks, inspecting roofs for leaks, weatherproofing, HVAC maintenance, checking external metal parts, doors, and windows, lubricating items, and replacing light bulbs and ballasts.
3. Coordinate with external vendors for repairs, renovations, and general upkeep and cleanliness of the facility.
4. Ensure compliance with safety regulations and guidelines, including fire safety, ADA accessibility, and building codes.
5. Perform handyman, custodial and maintenance duties as needed.
6. Assist with event setup and teardown, AV equipment, logistical support as needed.
7. Manage inventory of supplies, equipment, and resources needed for church operations and events.

### Knowledge and Skills:

- Possess general knowledge of building maintenance, HVAC, carpentry, painting, plumbing, electrical, elevators, landscaping, and custodial skills etc.
- Able to climb ladders, work on rooftops and lift heavy objects.
- Strong organizational and problem-solving skills.
- Excellent communication and interpersonal abilities.
- Ability to work independently and collaboratively in a team setting.
- Commitment to the mission and values of the church.

### Religious Requirements

- Agrees with the church's Statement of Faith and be able to explain the church's faith.
- Willing to comply with the Sunset Church's Code of Conduct.

<b>FLSA Status:</b> Non-Exempt	<b>Classification:</b> This is a part-time, hourly position.
<b>Schedule:</b> Under 30 hours per week, weekdays and occasional evening and weekend hours may be necessary to support church events and activities.	<b>Supervisor:</b> Facility Manager

To apply for the part-time Sunset Church Facility Coordinator position, please submit your resume to [info@sunsetchurchsf.org](mailto:info@sunsetchurchsf.org)