

BRIDGE CITY CHURCH JOB DESCRIPTION

Job Title: **Facility Coordinator**

Department: Facilities

Approved by: Campus Pastor

ROLE

Oversee the maintenance, renovations, and security of their campus.

WIN

Campus facility is constantly improving. Projects and repairs are done by teams and with excellence; on-time and on-budget. Cleanliness and presentation of facility is kept at the highest standard.

Campus is safe and secure.

RESPONSIBILITIES

- Oversee projects, repairs, and budgets
- See that assigned building projects are completed on time and with excellence
- Communicate regularly with Facilities Director and Campus Admin regarding upcoming projects and campus needs
- Assign and adhere to time lines for projects by communicating with Coordinators and Campus Admins when projects will be completed, and with any additional expenses or time needed
- Schedule facility opening and closing for special events in Planning Center
- Clean up & dispose of any trash/debris
- Attend Leadership Connection and other training events

REQUIREMENTS

- Is a mature follower of Jesus, a tithing member of Bridge City Church, family is in order, passion-driven, loves people, and exhibits leadership characteristics of a deacon (1 Timothy 3:8-13)
- Actively involved and supports the vision and direction of the church, participating in church events, special events, ministry opportunities, missions, and moving self and others to discipleship and growth
- Excellent time management, organizational, delegation, and communication skills
- Ability to plan, strategize, and organize teams of people
- Adequate knowledge of plumbing, electrical, HVAC, and construction

REPORTS TO

Campus Admin with a dotted line to Facilities Director