

# Facilities & Grounds Coordinator

## Job Description

*Zion's Evangelical Lutheran Church  
103 E. Market Street  
Jonestown, PA 17038*

### **Position Summary:**

The Facilities & Grounds Coordinator (FGC) at Zion's Lutheran Church is responsible to maintain the duties and responsibilities outlined below for the parish building/grounds, and the rental property/grounds. The FGC performs and supervises tasks related to HVAC, electrical, plumbing, environmental, and safety. Plumbing and electrical skills are necessary for a FGC, whether he/she performs these tasks or delegates them to volunteers or outside vendors. The FGC must have the ability to collaborate with and support the Pastor, Parish Sexton, and other Parish staff and parishioners. The FGC will have to delegate responsibilities to volunteers from among the congregation or to paid labor from the business community. The FGC must establish and manage deadlines for certain projects, communicate progress to the Property Committee and verify the quality of work. The FGC will be the single point of contact for addressing needs of the congregation that fall under his purview.

### **Reports to:**

Property Committee

### **Status:**

This is a part-time hourly position (15 – 20 hours/month), with additional hours as needed.

### **Primary Duties and Responsibilities:**

- 1) Maintain attractive and safe grounds of the Parish and Rental Property by:
  - Cutting and edging grass
  - Weeding
  - Pruning shrubs and trees annually
  - Removing underbrush, litter and dead leaves
  - Watering of flowers
  - Sweeping sidewalks
  - Keep all church entrances clear of debris
  - Walk the church lawn and parking lot to pick up and remove litter and debris
  - Promptly arrange for removal of snow from church walkways and parking lot; apply deicer if necessary
- 2) Ensure that rain gutters and drains (boiler room stairwell) are well maintained and clear of debris.
- 3) Ensure that outside lighting is working properly, replacing light bulbs as necessary.
- 4) Paint outdoor of parish and rental property, as necessary.
- 5) Patrol parish to ensure that appropriate doors and windows are locked and lights are turned off.
- 6) Schedule and coordinate major cleaning projects with the Sexton.
- 7) Serve as the liaison contact for outside vendors to facilitate unexpected repairs, ensuring competitive and fair pricing.
  - Review all outside vendor invoices to ensure and verify satisfactory completion
- 8) Manage outside vendors that retain a service agreement with the church, ensuring their work is done on scheduled days and times.

- Organize and retain maintenance records for the building, contacts of outside vendors/volunteers and annual/seasonal maintenance checklists
- 9) Responsible for, in partnership with the Sexton, unlocking and locking of the church on a Sunday and before/after special events. Assign volunteers as needed.
  - 10) Responsible for, in partnership with the Sexton, to monitor heating and cooling thermostats and adjust as required. Assign volunteers as needed.
  - 11) Coordinate and collaborate, with the Sexton, a team of volunteers on a biannual basis, for major cleaning projects, i.e. window washing, etc.
  - 12) Develop and recommend a plan to repair and/or replace needed items around the facility.
  - 13) Organize and oversee a team of volunteers to serve in maintenance and grounds.
  - 14) Ensure that all facility certificates of inspections are updated and never expire, i.e. elevator, boiler, fire extinguishers and smoke detectors.
  - 15) The FGC is a member of the Property Committee; the Property Committee should make the FGC aware of these meetings, in advance, and attendance should be prioritized. If unable to attend, the FGC should check with the Property Chair about new information.

The responsibilities listed above are representative of the job, however; they may change from time to time and are not intended to be all-inclusive.

Updated 9.26.18

Approved by Council \_\_\_\_\_