

# Position: Regional Facilities Coordinator

**Reports to:** Administrative Pastor

**Job Location:** Varies

**Position Type:** Full-time, Exempt



**Summary of Position:** The Regional Facilities Coordinator is primarily responsible for executing event set ups (70%) and building maintenance duties (30%) across all campuses and for maintaining the church facilities to be ready for planned all church activities and events.

## Essential Qualities and Qualifications:

- Display a growing relationship with Christ with a proven track record of sound judgment and above-reproach character.
- Faithfully support the ministries of Biltmore Church through biblical generosity.
- Join in membership as an individual/family and make Biltmore Church your home church.
- Demonstrates initiative with an ability to work effectively apart from close supervision.
- Must be able to adapt and change in a Kingdom-minded, fast-paced setting. This includes the ability to learn and utilize technology, including computers, phones, and databases.
- Well organized and have the ability to prioritize tasks.

## Essential Responsibilities:

- Proactively see that all campuses within the region are “Sunday ready” each and every week through a routine schedule of preventive maintenance for all equipment and facilities. This includes:
  - Ensuring Worship Centers & Campus Ministry Spaces are set up properly each week with desired number of chairs and layout.
  - Setting up parking lots with cones.
  - Touch up painting over minor scuffs and scratches.
  - Regularly check and replace air filters, ensure the thermostat is functioning properly, and other tasks recommended by the HVAC company.
  - Inspecting the ceiling for leaks, missing or damaged insulation.
  - Cleaning gutters and downspouts to prevent water damage.
  - Inspecting pipes for leaks, checking water heaters, and ensuring that all faucets, toilets, and other plumbing fixtures are functioning properly.
  - Ensuring that emergency lighting and exit signs are operational.
  - Inspect fire extinguishers, smoke detectors, carbon monoxide detectors, and sprinkler systems, also ensure all fire exits are clear and properly marked.
  - Regularly inspecting and replacing any burned-out bulbs in both interior and exterior lights. Ensure that all emergency lighting is functioning.
  - Inspecting doors, windows, and locks for security and functionality. Maintain landscaping, walkways, and parking areas to prevent hazards. Clean and maintain the church interior, including floors, walls, and furniture.
- Assist as needed in collaboration with the outside vendor with cleaning and help maintain the cleanliness of the assigned region’s campuses.
- Collaborate with the Campus Connections Directors to train Lead Facilities volunteers for Sundays.
- Develop weekday volunteer teams to help with weekday projects & setups within the region.
- Assist with tickets for all campuses as assigned by the Administrative Pastor
- Assist as needed with safety team assignments.
- Prepare facilities for special Church-wide use as requested by the Administrative Pastor and assist when facilities are needed for weddings, funerals, and other outside events in the assigned region.
- Work alongside the Administrative Pastor with outdoor projects as assigned.
- Attend weekly meetings & other duties as assigned.

## Physical Demands

- Must be able to lift 50 pounds
- Must be able to climb a ladder and must be able to operate a boom lift at least 40 feet in the air
- Must be able to stand and walk the majority of the workday
- Must be able to operate Biltmore Church vehicles and travel to other Biltmore Church campuses as needed