

KINGDOM BUILDERS' CENTER (KBC)
Job Description

Job Title: Facilities Coordinator
Reports To: Facilities Manager / Facilities Supervisor
FLSA Status: Non-Exempt - Full-Time
Team: Facilities
Pay Range: \$10.00 - \$15.00/Hour

A. General Summary and Purpose:

Responsible for assisting the Facility Manager to maintain The Kingdom Builders' Center (KBC) and other properties which includes, proper functioning of systems through ongoing inspection and coordination, with external vendor(s) and management. Assist in the completion of the day-to-day activities, involving the maintenance of the building/facility, equipment, and tools including HVAC, building lighting systems, grounds keeping, security, and overall facility appearance. Assist the Facility Manager with safety and related items for The KBC.

B. Responsibilities/Major Job Duties:

- Assist Facilities Manager with maintaining a preventive maintenance program within the confines of an annual budget. This includes all heating, air conditioning, as well as maintenance and repair of buildings and equipment.
- Assist with monitoring on-line systems requirement for HVAC, electrical, fire, and lighting systems.
- Assist the Facilities Manager with the development, and implementation of programs to maximize the utilization of HVAC, electrical, building lighting, and grounds keeping systems.
- Respond and follow-up with tenants regarding outstanding work order ticket system.
- Run and close weekly reports on open work orders.
- Inspect the facility and grounds daily, document and report defective materials, faulty systems, or questionable conditions to the Facility Manager.
- Serve as liaison for the building operational related subcontractors.
- Coordinate facility shut down and closure procedures with the designated subcontractors.
- Maintain the work area, and equipment in a clean and orderly condition, and follow prescribed safety regulations.
- Perform preventative maintenance as assigned.
- Coordinate preventative maintenance for designated systems, the building, or grounds as required.
- Coordinate fire evacuation and disaster response. Serve as facility Emergency Response Coordinator.
- Responsible for paper recycling program.

- Assist with maintaining up to date records, permits, and certificates for all state, federal, and insurance semi-annual and annual inspections.
- Other duties may be assigned.

Based upon the COVID-19 Pandemic, the following duties have been assigned.

- Room set-ups, (drop chairs, move tables, move heavy furniture utilizing hand trucks, etc.) for events based upon CDC Guidelines.
- Utilize chemicals to clean the building throughout the day.
- Operate lifts to reach extremely high areas on the property, to include ceilings higher than 30 feet.
- Collect and empty the trash.
- Water the plants.
- Must be available to assist at the Houston Food Bank Distribution Center, located at our sister location.
- Clean restroom facilities, as assigned.

C. Equipment Utilized:

- Computer equipment for communications, project coordination, etc.
- Small hand tools: drill, screw drivers, hammers, paint brushes, levels, etc.
- Moving equipment: hand trucks and golf carts

D. Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

E. Education and/or Experience:

Two-year certificate from college or technical school; or three years related experience and/or training; or equivalent combination of education and experience.

F. Required Skills:

- Must possess written and verbal communication skills necessary for responding and/or conveying information to tenants, management, contractors, and clients.
- Computer skills using MS Office Suite.
- Must be able to maintain a neat and clean appearance and work environment.
- Must be able to lift 50 lbs.
- Possess additional applicable facilities education (safety, OSHA, HVAC, electrical systems, quality systems, etc.).
- Maintain a valid driver's license.

G. Contacts Within and Outside of KBC:

Daily contact with the Windsor Village Church staff, management, volunteers, tenants, external entities, and the public.

H. Keys to Success:

Ability to adapt readily to change, be flexible and a self-starter. Must be able to analyze information, make decisions and problem solve. Must possess exceptional human relations skills and use discretion.

I. Work Schedule:

The work week is Sunday – Saturday, 7:00 a.m. – 11:00 p.m. with occasional late evening hours to meet the needs of the organization. The work week is usually, a 40-hour work week, scheduled by the Facility Manager.

J. Supervisory Responsibilities:

None

K. Physical Demands:

- Some heavy lifting and considerable moving of equipment required.
- Lifting of objects up to 50 lbs.
- Required to stand frequently, walk, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.
- Must be able to climb a ladder.
- Occasionally required to sit.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

L. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Exposed to a combination of normal office type environments, and shop environments.
- Occasionally, work in high places.
- Regularly exposed to outside weather conditions: heat, wet, and/or humid conditions.

Please send your resume to: hr@wvumc.com or mail to:

6011 W. Orem Dr.
Attn: Human Resources
Houston, TX 77085