

Position: Facility and Systems Coordinator

Reports to: Campus Pastor

Job Location: Campus Specific

Position Type: Full-Time, Exempt

Summary of Position: The Facility and Systems Coordinator is responsible for the daily campus operations, building management, and production support at the Campus.

Essential Qualities and Qualifications

- A personal and active relationship with Jesus Christ modeled by a commitment to supporting the vision, leadership and theology of Biltmore Church
- A Christ-like testimony that is displayed inside and outside the workplace
- An expressed passion and calling for serving Jesus in a Kingdom-minded, fast-paced, local church setting
- Prepared to join in membership as an individual/family and make the Biltmore Church your home church
- Active involvement in a weekly Connect Group is expected
- Demonstrated initiative with an ability to work effectively apart from close supervision
- Proactive communicator who initiates mission-critical details inside and outside of weekly team huddles
- Minimum of high school diploma or equivalency; college degree and 2 years of relevant experience preferred
- An eye for excellence with a demonstrated ability to improve upon systems and procedures
- Highly organized, team-player, fast learner, committed to excellence

Essential Responsibilities

- Oversee and maintain the cleanliness of the campus
- Setup for all events and activities based on PCO
- Ensure all Preventative Maintenance is done monthly and or yearly (fire extinguishers, emergency lights, sprinkler testing, backflow testing, medical supplies etc.)
- Maintain weekly controls on HVAC, access control & alarm system for the campus
- Work with the Maintenance Director to troubleshoot facility issues at Campus as they arise
- Have a basic understanding of AVL (audio,visual, lighting) systems in every room of the campus
- Able to operate systems for basic events during the week at the campus
- Assist campus worship pastor and central production team in campus production support, projects, and troubleshooting
- Available to help with Sunday production issues with Kids, Students, and Worship as needed
- Recruit, train, and motivate a volunteer team to help in the operations and production ministry areas
- Attend all Campus team and all staff meetings as assigned
- Sunday morning & Wednesday evening responsibilities as assigned by Campus Pastor
- Other duties as assigned by Campus Pastor, Maintenance Director, or Production Pastor