

Position: Facilities & Maintenance Coordinator



Reports to: Central Facility Director

Job Location: Central Offices - Arden, NC

Position Type: Full-time, Exempt

Summary of Position: The Facilities & Maintenance Coordinator is primarily responsible for providing building maintenance duties across all campuses and for maintaining the church facilities to be ready for planned 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 are “Sunday ready” each and every week through a routine schedule of preventive maintenance for all equipment and facilities. This includes:
 - Ensuring Worship Centers are set up properly each week with desired number of chairs and layout.
 - 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 inspect and replace any burned-out bulbs in both interior and exterior lights. Ensure that all emergency lighting is functioning.
 - Inspect 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 with cleaning of campuses and maintain the cleanliness of the Central areas, including the Central Offices, Central Conference Rooms, Academy, Homeschool areas and others as assigned
- Assist with tickets for all campuses as assigned by the Central Maintenance Director
- Set up for all central events and activities as requested in PCO
- Assist as needed with security team assignments
- Prepare facilities for special Church-wide use as requested by Central Maintenance Director and assist when facilities are needed for weddings, funerals, and other outside events
- Work with the Central Maintenance Director to coordinate with the Arden Facility & Safety Coordinator to maintain a schedule for opening and closing the Arden Campus/Central Offices daily

- Work alongside the Grounds and Outdoor Projects Director with outdoor projects as assigned
- Help maintain central supplies area
- 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