



# PRINCETON ALLIANCE CHURCH

*Know God • Develop Community • Bring Hope*

## Lead Maintenance Coordinator (Operations Team)

The Lead Maintenance Coordinator (LMC) is a member of PAC's Operations Team that supports all of the ministries and initiatives of the church by helping to ensure a safe, attractive and functional facility. The LMC will work in conjunction with the PAC custodial staff and outside facility contractors in a highly organized, detail-oriented manner that also demonstrates flexibility and strong interpersonal skills. This individual will report directly to the Operations Team Leader.

The Lead Maintenance Coordinator is a part-time position responsible for the maintenance of the PAC facilities and grounds as well as oversight of all outside contractors related to maintenance or repairs. The individual provides experience and expertise in the following areas:

### Requirements

- Experience in maintenance work and management at a corporate facility
- A strong work ethic
- A commitment to excellence
- Strong and consistent interpersonal skills
- Familiar with database management, budgeting and contract request / review

### Key Responsibilities

- Maintain PAC facilities and grounds that are safe, attractive & functional
- Conduct weekly/monthly tasks including: repair of any damaged or worn items at the facility; the development of a long-term maintenance and repair/replacement plan; requesting and reviewing outside bids for all facilities and grounds related contracts
- Coordinate any special repair jobs such as HVAC, plumbing, electrical, sewer, roofing, windows, drywall, carpet, painting and elevator repair etc.
- Check all PAC facility equipment to ensure that it is in working order
- Order, stock & replenish maintenance related supplies
- Maintain a checklist of routine or daily maintenance chores
- Oversee PAC Maintenance Request database and prioritize their completion
- Hire and train new maintenance employees as needed
- Request, review and recommend all outside maintenance or repair contracts related to either the building or grounds of PAC
- Plan and prepare volunteer maintenance / repair opportunities as needed
- Coordinate all exterior maintenance and repair including landscaping, snow removal, parking lot upkeep and signage
- Oversee all fire, safety, water and health inspections, permitting and reporting
- Inspect work performed by facility contractors to ensure that it meets specs and standards
- Coordinate with ministries &/or Operations Team Leader regarding event support and the readiness of the facilities
- Other duties as assigned

### **Communication/ Coordination**

- Communicate with the Operations Team Leader regarding victories and challenges
- Consistently contribute to the regular Operations Team Meetings and discussions
- Practice timely, complete, and confidential communication

### **Team Development**

- Be a team player with a positive attitude looking to improve the Team rather than criticize without constructive feedback or recommendation
- Attend Team meetings on a regular basis for evaluation, vision casting, strategy alignment and team development
- Build genuine and effective relationships with staff, volunteers, and community

### **Personal Development**

- Demonstrate a consistent pattern of personal Sabbath
- Pursue personal and spiritual development by participating in or leading a PAC small group
- Pursue professional development through a variety of resources such as publications, building relationships with others in similar ministries, and attending conferences/seminars
- Meet with the Operations Team Leader every other week regarding personal development goals and ministry-related accountability
- Discharge all duties in keeping with a holistic, healthy, and balanced life

In addition to excellent communication and organizational skills, he or she possesses a/an:

- Vibrant personal relationship with Jesus
- Passion to champion the role of the local church
- Willingness to serve others in humility
- Commitment to professional and personal excellence
- Collaborative approach and a team mentality
- Ability to multitask and meet deadlines
- Creative spirit and a passion for innovation
- Track record for consistency and reliability
- Ability to "self-start" (i.e., recognize a need and initiate an appropriate response)
- Knack for resourceful problem solving

Along with his or her daily professional responsibilities, the Coordinator participates in regular staff development activities such as staff prayer, staff meeting and staff retreats. The Coordinator is (or will become) involved in a community group, in an active discipleship coaching relationship, a member of PAC (within six months of employment) and a regular attendee of PAC Sunday services.

To apply, email cover letter, resume and salary history to [jobs@princetonalliance.org](mailto:jobs@princetonalliance.org).