

# JOB POSTING



**Position Title:** Facilities Coordinator  
**Location:** Lynnwood, Washington  
**Type of Employment:** Part-Time, 0.5 FTE, 20 hours/week  
**Hourly Rate:** Commensurate with experience

**Trinity Lutheran Church**  
6215 196<sup>th</sup> St. SW  
Lynnwood, WA 98036  
425.778.2159

## SUMMARY

This multi-faceted position has responsibility for the efficient and effective operation, maintenance and space utilization of the Trinity in Lynnwood and Pointe of Grace in Mukilteo campuses. The Lynnwood campus includes five buildings which house our offices, preschool, child care center, worship space and several rental groups. Our Mukilteo campus has one building which houses a worshipping community as well as a weekday preschool and also has some rental usage.

This position is responsible for complete facility coordination, including: building and grounds maintenance; space planning and coordination; fire and life safety systems; emergency systems; building environmental systems (HVAC); construction project coordination. This position requires some flexibility in schedule to facilitate building access and coordination. The organization structure is under review and transition, and this position's responsibilities may change.

## JOB RESPONSIBILITIES

- Direct coordination of facilities, grounds and infrastructure for both campuses.
- Mentor, develop, and motivate volunteer service, and implement volunteer maintenance programs.
- Coordinate construction and system projects.
- Coordinate in-house and out-sourced maintenance and testing with appropriate personnel, volunteers and vendors.
- Perform and/or coordinate building repair and maintenance issues (including scheduled preventive maintenance of equipment);
- Facilitate space changes, including workstation design and set up, moves, redesign, and new construction.
- Develop annual facility budget, track expenses and make capital improvement recommendations and estimates.
- Perform facility plant equipment obsolescent planning, budgeting and replacement.
- Ensure elevator, fire suppression systems and fire extinguishers have required inspections and servicing.
- Obtain necessary quotes for documenting and then managing capital improvement projects.
- Maintain a key roster and provide keys to staff and other appropriate people.
- Oversee vehicle maintenance.
- Coordinate room and equipment set-up and access for scheduled events.
- Maintain kitchen and facility cleaning and maintenance supplies.
- Patrol grounds as needed

## PREFERRED QUALIFICATIONS & SKILLS

- Three or more years of facilities coordination experience.
- Excellent written and oral communication skills
- Budget development, expenditure tracking, financial management and analysis.
- Knowledge of building systems operation and maintenance.
- Proficiency with Microsoft Excel, and Word.
- Capital expenditure planning and project management experience.
- Building automation systems experience (HVAC systems, Fire Life Safety systems, security systems).
- Strong interpersonal skills - oral, written, negotiating, listening, problem solving.

## SUBMITTALS

Please submit a cover letter and resume to Trinity's office at [office@trinitylutheranchurch.com](mailto:office@trinitylutheranchurch.com) or by mail at 6215 196<sup>th</sup> Street SW, Lynnwood, WA 68036

**Closing date:** August 8, 2017.