



## JOB DESCRIPTION

Revised 3/20/2025

Exempt

**Date Hired:**

Full Time

Non-Exempt

**Employee:**

Part Time

**Job Title:** Maintenance Coordinator    **Department:** Facilities    **Manager:** Director of Facilities

**Schedule:** Tuesdays – Saturdays 8:00AM – 4:30PM *(Some evenings and special events)*

**(This position will require a Saturday schedule change in the fall, which will be Tuesdays – Friday 8:00am-4:30pm and Saturdays 4:00pm - 12:00am)**

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**I. Purpose of this Position:**

Ensure the safety, cleanliness, functionality and aesthetic excellence of the facility and campus exterior.

**II. Prerequisites:**

- Must be a born-again Christian.
- US Citizen or work visa permitting work in the USA.
- Positive background check returned.
- Complete Discover Mosaic.
- High school diploma/GED required.
- Minimum 2 years custodial or building maintenance experience required.
- Must be willing to lift 50 lbs.

**III. Attributes:**

- Must embrace the vision and values of Mosaic Church.
- Strong attention to detail.
- Self-motivated and able to work with minimal supervision.
- Ability to maintain a good attitude in difficult situations.
- Must be able to easily adapt to change.
- Must be willing to work flexible hours.

**IV. Essential Functions and Responsibilities:**

- Complete a proactive cleaning and maintenance schedule.
- Manage the inventory of the facility custodial and maintenance supplies and stock.
- Perform weekly quality review of the facility and campus.
- Responsible for ensuring rooms and resources are properly set up for services, events, conferences and meetings.
- Perform a variety of maintenance repair tasks as needed, including painting, changing light bulbs, door repairs, assembling furniture, watering of landscaping, and other projects as needed.
- Various administrative duties including ordering and picking up materials, scheduling and providing oversight to Facilities Team volunteers, and coordinating contracted work.
- Be present and actively participate in all church events as required.
- Respond to facility emergencies and make an assessment for solutions.
- Other duties as assigned by the supervisor.

**V. Collaborative Relationships:**

- Mosaic Staff
- Mosaic church community
- Local vendors and contractors

**VI. Evaluation:**

General standards per Evaluation Support Form include Role Based Objectives (RBOs)

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_