



FOCUSED COMMUNITY STRATEGIES

FCS | Focused Community Strategies partners with under-resourced neighborhoods to provide innovative and holistic development that produces flourishing communities where God's Shalom is present. www.fcsministries.org

Job Title: Facilities Coordinator

Reports To: Operations Manager

Description:

The Facilities Coordinator will oversee all maintenance of company owned commercial properties. This includes, but is not limited to: managing and completion of facility and maintenance requests, overseeing contractors and vendors, scheduling quarterly/annual preventative maintenance and ability to perform maintenance tasks.

PRIMARY RESPONSIBILITIES

- Oversee and maintain FCS commercial space to the highest abilities.
- Create and execute ongoing and preventative maintenance plans for all FCS commercial properties.
- Manage all contractors and vendors for the FCS building maintenance and repairs.
- Manage and oversee bi-annual maintenance inspections to perform in-house repairs and maintenance.
- Manage and monitor bids/proposals, invoices, expenses and budgets for facilities.
- Maintain and apply working knowledge of painting, carpentry and construction skills; tasks may include electrical, plumbing, HVAC systems and appliances.
- Complete weekly property inspections/walkthroughs and make assessments of maintenance for all FCS commercial properties.
- Complete weekly drive-bys of all FCS commercial facilities and FCS owned vacant properties/land, ensuring properties are secure (boarded up), landscaped and free of debris, trash and furniture.
- Maintain the cleanliness of the FCS main campus exterior on a daily basis, encompassing tasks such as cleaning windows and seals, maintaining sidewalks, tidying parking lots, and attending to the overall grounds, etc.
- Ensuring all department workers adhere to the safety policies and procedures.
- Must be available after hours and weekends to respond to emergency maintenance requests and occasional lockouts.
- Be available for other duties as assigned or requested by the Operations Manager.

PLANNING and COORDINATION:

- Oversees all subcontractors on site.
- Communicate with the Operations Manager to ensure timely completion of work.
- Set up all necessary inspections and walkthroughs of the jobsite prior to closing out the task.
- Secures property and equipment on site to prevent theft or hazardous environment.
- Ability to adjust and adapt to untimely facilities and maintenance requests.
- Manage time according to complete weekly projects and maintenance work orders.
- Schedule contractors and oversee work before payment is rendered.
- Maintains safety on site in accordance with safety regulations and guidelines.
- Overseeing equipment stock and placing orders for new supplies when necessary.
- Support facility management and operations functions, including in coordination with program directors regarding events held at the FCS office.



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- In partnership with the Operations Manager, communicate with staff when vendors are arriving and updates on repairs.
- Effectively communicates, verbally and in writing, with both internal and external individuals and/or partners.

BUDGET and EXPENSES:

- Ability to interpret and negotiate contract bids and proposals.
- Present quotes prior to job to make sure scope of work is in budget and submit to the Operations Manager.
- Manage expenses to meet annual company and/or department budgetary goals.
- Manage credit card and vendor expenses, and turn in receipts weekly and on time.

QUALIFICATIONS:

- Minimum of 2-5 years of experience in facility management or a related field
- Minimum of 2-5 years of supervisory and leadership experience
- Strong interpersonal, problem solving/creative thinking, and written/oral communications skills.
- Ability to work without direct supervision.
- Excellent attention to detail and organizational skills. Ability to collaborate effectively, multitask and perform well under pressure and flexibility to change.
- Ability to work a flexible schedule as required including non-traditional hours, weekends, and holidays.
- Ability to perform light duty repairs on facilities.
- Ability to work standing, walking, and/or sitting a minimum of eight hours per day/shift.
- Ability to drive agency or personal vehicles to transport items.
- Valid Georgia Driver's License with acceptable driving record.
- Proficiency in MS Office, Adobe, and Google products is a plus.
- Available to work some weekends and after hours for emergency maintenance calls.
- Ability to lift up to 50 pounds.

Compensation:

Full-time – 40 hours/week

Starting Salary Range: \$45,000-\$55,000 annually depending on qualifications and experience

Employee health insurance - 100% employer paid

Employee dental insurance - 100% employer paid

Employee \$25K life insurance - 100% employer paid

Employee long-term disability - 100% employer paid

160 hours paid time off annually

Start Date: As soon as available

Interested applicants should submit a Resumé to Alexei@fcsministries.org

No Calls Please