

Facilities and Security Coordinator Position Description

Position Overview: The Facilities and Security Coordinator serves as a steward of the Harderwyk campus, supporting all aspects of Harderwyk Ministries fairly and equitably, providing all needed support to assist each ministry in meeting its goals and objectives.

Hours: This is an entry level, full-time salaried and benefitted position. Sunday mornings and Wednesday Community Nights will generally be working hours, with a scheduled weekday off each week. This is also an on-call position depending on emergencies or urgent needs.

Compensation: Salary commensurate with experience. Prior experience in the trades or overall field of facilities maintenance would be helpful, but not critical.

Qualifications: The successful candidate should ideally have previous experience in the basic maintenance of facilities, and mechanical, electrical, HVAC, and plumbing systems, but training and long-term oversight will also be provided. This is a self-starter position for one with abilities to self-direct, see needs and use their time wisely. Basic CPR and AED certification is required, or training will be provided at no cost. The successful candidate will or must be willing to become a member and regularly participate in the life of Harderwyk Ministries.

Accountability: The Facilities and Security Coordinator reports directly to the Finance Administrator and indirectly to the Executive Pastor. A brief weekly written work report for the Finance Administrator is required.

Facilities Administration

- Participate actively as an integral part of the overall staff structure, and support Harderwyk's mission, vision, and shared commitments.
- Works to ensure that the Harderwyk Ministries' facilities are in good working order. Oversee that facilities are maintained, meeting ministry needs, and that future needs are identified and planned for in consultation with the Finance Administrator.
- Oversee mechanical / electrical / HVAC systems – monitor performance, perform required maintenance, replace lights / ballasts as needed, check / set timers. Test and monitor heating and cooling water chemicals for proper levels. Replace air filters and belts as needed.
- As needed, obtain the services of qualified vendors to achieve repairs on facilities and equipment which are beyond the abilities or time constraints of the Facilities Coordinator, other staff, or volunteers.
- Works with the Finance Administrator to prepare a facilities operating budget each year for submission into the overall spending plan.
- Assume overall responsibility for the upkeep, condition, and repair of all church owned buildings, property, assets, and vehicles.
- Utilizes current volunteer base, seeks additional, and provides oversight for volunteers. This helps complete projects and activities which will help reduce costs, workload, and provide opportunity for members to invest themselves in the overall Harderwyk community in varied ways.
- Consult with and provide input to the Finance Administrator regarding all facilities related contracts.
- Manage part time cleaning and maintenance staff to keep the overall campus of Harderwyk a safe and clean place to visit and worship.
- Consult with and provide input to the Finance Administrator on the Harderwyk Capital Improvement Plan and related financial funds.
- Oversee or coordinate with a volunteer to monitor and maintain church owned vehicles to achieve safety and reliability. Work with outside repair shops on major repairs. Replace when needed in accordance with the Harderwyk Capital Improvement Plan.

- Assist, if needed, Neighbors Plus during tenant transition times to achieve repairs, maintenance, and redecorating needs at the three transitional living homes. Serve as backup contact to Neighbors Plus staff or volunteer as needed for emergency maintenance and repair needs. Oversee, perform, or contract for outdoor lawn care and snow removal needs of the transitional living homes.

Security:

- The Facilities and Security Coordinator works on a weekly basis to ensure that basic security protocols are in place before gatherings on Sundays and Wednesday Community Nights. (Emergency Response Plan)
- Oversees the AED stations and ensures they are kept up to date.
- Provides weekly checks of both video surveillance systems and works with Anchor Youth Pastor and EBC Security for needed repairs or updates.
- Serves as the primary lead Emergency Radio Contact for emergencies and medical needs.
- Takes leadership during any emergencies, working alongside other staff, medical responders, or on-site medically trained volunteers.
- Follows up to make sure a Harderwyk Incident Report has been completed.

Technical

- Maintains a basic working knowledge of the worship and network systems of Harderwyk Ministries and be able to help with emergency coverage and diagnostics.
- Schedule weekly HVAC needs across campus.

Additional Responsibilities with Special Compensations:

- Weddings: When no other sound tech can be arranged, it becomes the duty of the position to perform sound and custodial duties for infrequent member weddings, 1-2 times per year, with reimbursement at the current wedding tech rate of \$250 per wedding.
- Funerals: Sound and custodial duties are likely the responsibility of the position. Compensation is paid directly by the funeral home, and rates will vary.
- Special ministry events: Generally, volunteer(s) will be sought for technical needs at special ministry events, depending on the venue. Support by the Facilities Director may be required.
- Special non-ministry events: Sound and / or custodial fees when needed will be charged to the event and reimbursed to the Facilities Coordinator (or other pre-arranged qualified individuals) at the normal rate of \$30.00 per hour.
- Wedding, funeral, and special event technical needs are to be coordinated with the Technical Arts Coordinator of Harderwyk for support and potential help.
- Draft Dates: 12/28/2023 NC, 1/4/24 NC 1/31/2024 NC, 6/20/24 NC.