



SKYLINE
CHURCH

Helping people find and follow
Jesus seven days a week.

Position: Facilities Coordinator | Full-Time

Location: La Mesa, CA

Attendance: 4,000

THE ROLE

The Facilities Coordinator is responsible for the oversight of four key functions of ministerial operations: campus liaison, preventative maintenance technician, project support, and ministry outcomes. This position will conduct these responsibilities through physical maintenance, repair, and renovation of physical office environments.

This is a full-time position requiring 40 hours per week.

This position reports to, and conducts all necessary actions with the Facilities Manager.

RESPONSIBLE FOR:

The following summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Facilities Manager. Work may be performed at any of the Skyline Church locations.

1. Modeling Biblical Priorities

Responsible for upholding Biblical priorities and core values of Skyline Church. The Facilities Coordinator should represent a growing personal relationship with Christ. The Facilities Coordinator should model a strong relationship with his or her spouse (if married) and children (if applicable). The Facilities Coordinator strives to fulfill his or her purpose while demonstrating integrity in words, relationships and actions. These objectives are accomplished by:

- Committing to a daily quiet-time with God.
- Setting appropriate boundaries to protect character and integrity.
- Developing personal evangelism opportunities with your oikos outside the church.
- Supporting the ministries of Skyline Church by faithfully giving at least 10% of gross income.
- Adhering to and encompassing the qualities and characteristics required of Skyline Church employees, as defined by the Staff Handbook and Core Identity Book.
- Lead with a servant's heart, demonstrate genuine care and concern, while acting with humility and integrity, when encouraging the efforts of all team members (1 Peter 5:1-4).

2. Campus Liaison

As the Liaison, you will develop relational equity with the campus staff, provide regular updates on maintenance actions and schedule preventative maintenance and project initiatives.

Daily assignment responsibilities include but are not limited to:

- Serve as liaison between Skyline Church and janitorial company.
- Oversee scheduling and need for events and set ups.
- Partner with Facilities Manager to create plan to cover daily, weekly and special events.



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- Inventory products and supplies to ensure facilities team has appropriate supplies.
- Verification of all facilities operations (HVAC, Plumbing, Electrical) and conduct life safety inspections.
- Address any urgent issues and emergencies.
- Complete weekly checklists.
- Log and complete work orders.
- Perform maintenance actions and log as complete.
- Document actions and findings with photo.
- Perform set up for events on time and prior to events deadlines.
- Perform needs involving trash, recycling and landscape disposal as needed.

3. Preventative Maintenance Technician

- Provide general and detailed maintenance (either with direct or indirect supervision), including patching, painting, hardware repairs, and other repair/replacement work as needed.
- Perform basic electrical, lighting, and plumbing repairs and maintenance. Tend to HVAC and monitor the web-based control systems.
- Ensures preventative maintenance is completed on schedule.
- Determines and recommends the most calculated and cost-efficient solution for challenges as they arise, while demonstrating stewardship of time, money and materials.
- Maintains, tracks, and inventories storage and work areas.

4. Project Support

- Perform basic building and fabrication functions using common materials.
- Coordinate, lead, or assist with projects as assigned.
- Collaborate with other departments and campuses in cross-functional work assignments.
- Read and interpret blueprints and schematic designs created in typical design software.
- Recruit and lead team members and volunteers in task completion, while ensuring safety is the priority.

5. Ministry Outcomes

- Performs/coordinates logistical needs in support of ministry events and church initiatives.
- Assist with recruiting and leadership of volunteers, while fostering sustainable spiritual growth.

EDUCATION, TRAINING, & EXPERIENCE:

- Associates degree in electrical or mechanical systems and/or 2 years experience in Facilities preferred.
- General construction experience preferred.
- Must have a valid state driver's license.

JOB SKILLS, KNOWLEDGE, ABILITIES:

- Pleasant personality (i.e., speaking to people on the phone, visitors, and staff).
- Ability to use good judgment.



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- Familiar with working in a work order management system (eSpace preferred).
- Strong verbal and written communication skills. Legible writing skills.
- Self-motivated and flexible.
- Ability to work independently or in a team-oriented environment.
- Comfortable with navigating computer app-based platforms.
- Ability to work nights and weekends.
- Capable of responding to emergencies on an as needed basis.

ORGANIZATIONAL & SPIRITUAL REQUIREMENTS:

- Demonstrate Christ-centered behavior at all times by treating people with dignity, respect, compassion and integrity.
- Be a model of our CORE VALUES.
- Utilize the principles of Matthew 18 to resolve differences of opinion with others.
- Successful completion of thorough pre-employment references and background checks, which include social security verification, Local, State & Federal criminal conviction records search, national security database, and sex offender registry.
- Attendance at all mandatory meetings and events. This includes serving at Good Friday, Easter and Christmas services.
- Member of the Skyline Church.
- Regular involvement in Skyline Church activities, ministries and events.
- Be self-motivated and goal oriented, use good judgment, and be flexible and innovative.
- Professional attitude and demeanor.

PHYSICAL REQUIREMENTS:

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. Must be able to work independently, communicate effectively, and lift up to 50lbs (with or without assistance). This position also may require long periods of sitting, standing, walking, and hand/eye coordination for keyboard data entry and viewing data on a computer monitor. External and internal applicants, as well as position incumbents who are or become disabled, as defined under the American with Disabilities Act, must be able to perform the Essential Job Functions either unaided or with assistance of a "reasonable accommodation", if such is determined, on a case-by-case basis.

TO APPLY

Please submit resumes to Greg Williams via email: gwilliams@skylinechurch.org

11330 Campo Rd. La Mesa, CA 91941 | 619.660.5000 SkylineChurch.org



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