

Title:	Building and Property Management Coordinator
Reports to:	Director of Administration and Communications
Collaborates with:	Ministers, Program Staff, Board of Trustees and the Building/Property Committee
Employment status:	40 hours/week, Flexible work schedule with some weekend and evening work to cover Countryside events.

Position Summary

Countryside Community Church is looking for a self-starter to coordinate the management of the facilities and property of the church. This position will oversee the management and operations of the physical facilities of the church. Provide oversight and responsibility for the buildings, grounds, parking lots, equipment, building systems, general security, and housekeeping, ensuring the facilities are fully operational, safe, clean and neat, and prepared for services and ministry activities. Oversee maintenance/repairs for the church building, equipment (HVAC, electrical, plumbing, mechanical) and property, by acting as church representative with outside contractors and inspectors coming onto the property or into the building

Key Responsibilities

- **Oversee building/property maintenance**
 - Work with maintenance/service vendors to schedule work as needed (window/doors, electrical/lighting, plumbing, locks/security, landscape, etc.)
 - Work with vendors to schedule preventive maintenance work under contracts.
 - Perform minor building repairs as needed (paint touch ups, equipment adjustments, minor repairs)
- **Support the maintenance of the landscape and ground of the church property**
 - Augment the services of landscape company with weed control as needed.
 - Snow removal as needed in conjunction with the contracted snow removal company. (winter only)
 - Maintain the grounds with periodic garbage and debris collection.
 - Program and monitor the landscape watering system
- **Attend monthly Building/Property Committee meetings**
- **Learn and be a key user of the Computerized Maintenance Management Systems (CMMS)**
 - Use the CMMS to maintain a building and property repair task list. (Brightly software - Asset Essentials and Capital Planning)
- **Learn and be a key user for the HVAC control software for the building.**
 - Update HVAC control software to match the heating and cooling needs of the church. (Control Services and Schneider Electric StructureWare)
- **Order custodial and property supplies (paper products, ice-melt, light bulbs, cleaning products, etc.)**

- Manage and drive the church’s recycling program.
 - Manage the NET recycle grant requirements
 - Maintain signage and protocols
- Learn and be a key user of the lighting controls for the building and property.
- Oversee the custodial services and window cleaning for Countryside
 - Conduct periodic walk-throughs to insure cleanliness of church
 - Perform custodial work to back up the custodial staff as needed
 - Annually (and as needed) coordinate getting the carpets cleaned and the floors waxed.
- Perform room setups as needed for various functions and rentals in the church
- One of three security contacts for the security company in the event of a security alarm
- Act as staff host for special events and activities as scheduled
- Other duties as assigned

Competencies

- Adaptability & Flexibility
 - Ability to change direction as priorities shift
 - Ability to thrive in environments that require adaption to changing circumstances.
 - Ability to work effectively under pressure of deadlines.
- Dependability and Accountability
 - Fulfills commitments consistently and can be counted on to do what is agreed
 - Readily accepts and owns role in the outcome of a situation, whether positive or negative
- Teamwork & Collaboration
 - Ability to work as a team member and interact with others in a professional & respectful manner
 - Ability to show empathy & understand people from all walks of life
 - Ability to work effectively with others to achieve a common cause
- Organizational and planning skills
 - Ability to prioritize, to effectively arrange goals, tasks and projects in order of greatest importance to achieve success.
 - Ability to manage multiple priorities
- Communication skills
 - Written - Ability to clearly convey messages, ideas & expectations through the effective use of written correspondence (letters, e-mails, etc.)
 - Oral - Ability to clearly convey messages, ideas and expectations through the effective use of words, body language and voice tone, i.e. conversations with members, vendors, people using the building, etc,
 - Listening - Ability to take in and understand spoken messages by being attentive and by using skills to understand the meaning behind a person’s words
- Independence
 - Ability to work autonomously and produce effective and efficient results without needing abundant direction from others

Qualifications

- Previous operations management experience is a plus
- Proficient in the use of Microsoft Office Suite including 365, Excel, Word
- Familiarity with facilities management software a plus
- Must be flexible in working hours with the ability to support activities during evenings, weekends, and holidays.
- Be available to periodically support weekend or evening operations.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and sit.
- Ability to be respectful of the traditions, values and theologies present in the United Church of Christ and Countryside Community Church
- Knowledge of the church operations a plus

Contact

For more information, contact:

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About Countryside Community Church

Countryside is affiliated with the United Church of Christ. We were established in 1949 as part of the Congregational Church, one of the oldest denominations in America, which still remains strong in the New England states. In 1957, our branch of the Congregational Church joined with the Reformed Church in the United States, independent congregations of the Christian Connection, and the Evangelical Synod of North America to form what is now commonly known as the United Church of Christ, or the UCC.

We are currently located at 13130 Faith Plaza in Omaha, Nebraska. In the spring of 2019, we relocated our congregation to the Tri-Faith Commons at 132nd and Pacific as the Christian partner of the Tri-Faith Initiative.

Our Mission: We are an inclusive, open and affirming family of faith, welcoming all to God's table of love and acceptance. We are diverse, yet united by Christ's example. We care for one another, support one another, and challenge one another to become all that God creates us to be. We work together to nurture our community and to promote peace and justice in our conflicted world.

Equal Employment Opportunity

It is the policy of Countryside Community Church to grant equal employment opportunity to all qualified persons without regard to race, color, creed, national origin, age, gender, gender identity, sexual orientation, marital status, veteran status, disability, or handicap – if such handicap or disability

may be accommodated without undue hardship. The recruitment and selection process will be based on job-related, objective qualifications, in accordance with the job requirements of the position being filled. All employees must be able to perform the essential functions of their jobs as set forth in the employee's individual position description. Reasonable accommodations will be made, in accordance with applicable state and federal laws, to assist employees with disabilities in performing the essential job functions.

Countryside Community Church is organized for religious purposes and is substantially supported by a religious body, the United Church of Christ. As a religious organization, Title VII of the Civil Rights Act of 1964 exempts churches from the prohibition on religious discrimination; consequently, our hiring practices may require faith as a job-related, objective job qualification for some specific positions.