



# BOYS & GIRLS CLUB OF HENDERSON COUNTY

## POSITION DESCRIPTION

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**TITLE:** Facility Maintenance Coordinator

**DEPARTMENT:** Administration

**REPORTS TO:** Director of Operations

**EMPLOYMENT STATUS:**

FULL TIME: Position operates primarily Monday – Friday, 35 Hours a week.  
Competitive benefits package.

**PRIMARY FUNCTION:**

Working closely with the Director of Operations, the Facility Maintenance Coordinator is responsible for the planning, organizing, managing and directing various technical responsibilities associated with the maintenance of facilities, grounds and equipment.

**KEY ROLES (Essential Job Responsibilities):**

*Leadership*

- Provide leadership in identifying and minimizing risks in the Club's physical environment to ensure high levels of Club and child safety.

*Resource Management*

- Ensure administrative and operational systems are in place to maintain the operation of the physical properties and equipment of the Club, including use of facilities by outside groups.

*Risk Management and Maintenance*

- Ensure adherence to appropriate safety procedures in compliance with BGCA and other standards as required.
- Ensure proper maintenance and safe use of tools/equipment.
- Ensure appropriate use of cleaning materials/supplies.
- Ensure a clean, healthy, safe, positive environment is created and maintained, producing a sense of physical and emotional safety.
- Ensure staff and others assist in creating a clean, healthy, safe and positive environment.
- Ensure an attractive, welcoming and fun environment is created and maintained.
- Ensure facilities, equipment and supplies are maintained.

**ADDITIONAL RESPONSIBILITIES:**

- Purchase or approve purchase of related supplies and equipment.
- Exercise authority in problems relating to facility safety issues.
- Assume other duties as assigned.

**RELATIONSHIPS:**

**Internal:** Maintain close, daily contact with Club professional staff to ensure a clean, healthy, safe, positive environment is created and maintained producing a sense of physical and emotional safety and minimizing risks in the Club's physical environment.

**SKILLS/KNOWLEDGE REQUIRED:**

- High school diploma required
- Combination of education, training and experience equivalent to three years in a related technical trade
- Demonstrated knowledge of processes related to facility management
- Knowledge of construction and maintenance standards
- Knowledge of developing, monitoring and controlling facility management budget
- Knowledge of OSHA Standards, Safe Drinking Water Standards, all appropriate life safety, fire and health codes, Americans with Disabilities Act and applicable state and local building codes
- Knowledge and safe use of cleaning compounds and solvents used in the line of custodial maintenance
- Must be able to pass background check and drug screening upon employment offer.
- Must currently have, or be able to acquire valid NC Driver's License. CDL class license considered a plus.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

Facility Maintenance Coordinator must be comfortable with standing for extended periods of time. Frequent lifting of up to 50 lbs. Applicant should be comfortable with ladder usage and proper ladder safety.

**APPLICATION PROCESS:**

Interested applicants should submit letter of interest, resume and contract information via email to: Executive Director JC Schwab at [jcs@bgchendersonco.org](mailto:jcs@bgchendersonco.org)  
Applications will be accepted until position is filled. Expected hire date: immediate need.

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.