



# HILL COUNTRY

## BIBLE CHURCH

### **JOB DESCRIPTION**

### **FACILITIES PROJECT COORDINATOR**

Job Classification: Full Time; Non-Exempt

Date: February 2020

#### **PURPOSE:**

This position exists to coordinate all building and construction projects, including new construction, space buildouts, future campus growth and other facilities-related projects, under the direction of the Facilities Director.

#### **OUTCOMES – SUCCESS IN THIS POSITION WILL RESULT IN:**

1. Construction (new, updates, remodels, etc.), building projects, and facility expansion needs are managed with attention to detail, clear timelines, and effective communication throughout the process.
2. Project milestones/goals are successfully met through regular meetings, proactive communication with all stake holders, and other coordination of details and timelines.
3. Strong relationships are built and maintained between city office officials, county clerks, architects and contractors to ensure a high reputation and current/future success with project execution and streamlining.
4. Next steps and project performance measures are documented (i.e. timeline, budget, support) and tracked for all facility-related projects.
5. As an effective member of the Facilities Team, these outcomes are also realized:
  - a. Campuses that are safe, functional and beautiful to promote worship, learning, discipleship and community
  - b. Excellent servant leadership and customer service for congregation, ministry leaders, staff and community
  - c. All ministries supported to be effective and fruitful to see Greater Austin saturated with the love of Jesus
  - d. Budgets and resources managed for optimum facility use and efficiency
  - e. Time, talents, and gifts are focused and maximized for kingdom impact, including recruiting and empowering volunteers and lay leaders

#### **MAJOR RESPONSIBILITIES AND ACTIVITIES:**

1. Learn the ministry rhythms and facility usage (current and future) of a large, multi-site church; understand and own aspects of Project Management and coordination for the Facilities Department
2. Oversee projects that include building construction, space buildouts, campus growth, and other facilities-related projects and major facility initiatives
3. Regular and ongoing correspondence and communication with city offices, engineers, contractors, and other vendors through email, phone calls, or direct interaction. Proper documentation as needed
4. Actively track performance measures to ensure project completion is on-time and within budget
5. Assist in obtaining the necessary information from all parties (ask great questions, follow up, etc.) to help determine informed decisions on project items
6. Spend time onsite as needed for construction/building projects; regularly meet with stake holders, contractors and others in the process
7. Responsible to obtain, create and coordinate proper documentation
8. Provide regular updates to ensure quality and timely communication; ensure the Facilities Director is in the loop and has the necessary information to make informed/appropriate decisions.
9. Regular meetings with your supervisor and the Facilities Team.
10. Respond and evaluate problems that could critically impact projects; elevate as needed; continuous, proactive communication and proper escalation as appropriate
11. Coordinate and schedule meetings related to building and events within the project scope
12. Track and assist in the management of all out of scope changes
13. Knowledge and adherence to facilities policy and procedures when working with Hill Country Bible Church ministries; collaborate and work well with the entire facilities department and ministry leaders across all campuses.
14. Provide oversight for the installation and/or progress of specific campus projects as assigned.
15. Successful service on our overall staff team and in the community of Hill Country Bible Church - participate in churchwide initiatives, church goals, all-church staff meetings, and more.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Project management background with the ability to plan, lead, organize and communicate with team members
2. Prior Construction background or related experience
3. General construction knowledge and ability to regularly interact with engineers, architects, city planners, and general contractors
4. Ability to read and interpret CAD files, including MEP
5. Experience and expertise with Microsoft products - Outlook, Word and Excel, along with Apple products

6. Strong attention to detail; proactive learner and effective communicator
7. Ability to multi-task, establish priorities, and maintain organization in a rapidly changing environment
8. Endurance to stand and walk extensively at job sites; ability to lift and carry up to 25 lbs.  
Mature Christ follower; sees themselves as an owner of the mission, vision, values and pathway of Hill Country Bible Church
9. Theologically aligns with the core beliefs of HCBC and becomes a church member within 3 months of hire (if not already a member)

**CULTURE AND CLIMATE:**

1. Position reports to the Director of Facilities as part of the Facilities Department.
2. Staff culture is collaborative and goal-oriented; embraces personal growth, rejects cynicism
3. Core values: Responding to God's Word, Engaging Generations, Celebrating Life Change, Thinking Beyond Ourselves