

## POSITION DESCRIPTION

**POSITION TITLE:** *Facilities Coordinator*                      **DATE:** *January 2023*  
**DEPARTMENT:** *Office of Education and Schools*                      **LOCATION:** *Bahá'í School Davison, MI*  
**REPORTS TO:** *School Administrator*                      **APPLY TO:** *bno-service@usbnc.org*

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**OFFICE SUMMARY:** The permanent schools work collaboratively with individuals, institutions, and communities to serve the goals of the Plan. Vital to this effort is a continued engagement with families and agencies in the schools' service areas and their community building efforts of expansion and consolidation, social action, and participation in discourses. Our permanent Bahá'í Schools provide a place of learning, fellowship, and service to all diverse participants who attend programs provided by the Office of Education and Schools, and local and regional institutions.

**POSITION SUMMARY:** The Facilities Coordinator provides year-round maintenance and improvement of the facilities and grounds. They provide a safe, well-maintained environment that is conducive to the uplifting atmosphere of the School. The Coordinator is responsible for adhering to the facilities budget and supervising the facilities staff. The Coordinator contributes to a culture of learning, fellowship, and consultation, modeling good character and an attitude of service. This is a full-time position.

**KEY RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:** *include the following. Other duties may be assigned.*

1. Reflects and exhibits the high values and principles of the Bahá'í Faith and the BNO in character, attitude, and behavior and contributes to the office culture of unity, learning, and collaboration.
2. Models cultural sensitivity and applies spiritual principles in attitude and behavior.
3. Facilitates a consultative process to achieve unity of thought and action and engages in consistent planning, action, and reflection with all processes.
4. Participates in and encourages staff to participate in department and BNO staff meetings, study sessions, and events.
5. Builds strong, positive relationships while striving for efficiency and excellence.
6. Collaborates with the staff of the school to assist in the smooth functioning of all areas.
7. Works with administration and staff to solve problems in ways that maximize unity of thought and action regarding properties plans.
8. Supervises facilities staff and volunteers in facilities projects, ensuring the quality and efficiency of their work as well as their adherence to safety procedures, while providing encouragement and building their capacity.
9. Performs general maintenance work regularly and building improvements.
10. Adheres to all safety procedures in the course of day-to-day work.
11. Monitors all safety and security issues related to facilities and communicates relevant information, needed repairs, and safety issues to administrators and staff in a timely manner.
12. Provides training, including safety training, for the proper and safe use of vehicles and any necessary equipment or procedure to all facilities staff and volunteers.
13. Consults with the Administrator about operations and capital improvement plans and budgets; maintains facilities operational and capital improvement budgets.
14. Manages and arranges for contractor response to maintenance needs, including soliciting and evaluating bids for final approval of administration and provides oversight for all maintenance contractors.

**SKILLS & QUALIFICATIONS REQUIRED:** *To perform in this position successfully, an individual must be able to perform each essential function listed above satisfactorily with or*

*without reasonable accommodations. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

1. A Bahá'í in good standing, actively engaged in the Core Activities, knowledgeable about, and experienced in, the current Plan or a friend of the Faith willing to study guidance from the Universal House of Justice and other Institutions of the Bahá'í Faith as well as learn through participation in the activities of the Plan.
2. Willing to actively contribute to the BNO culture of learning, fellowship, and consultation, as well as model good character and selfless service. Behaviors meet high moral standards and serves as a model to the residential community.
3. Communicates effectively in writing and verbally with clarity, humility, and openness with individuals of diverse backgrounds.
4. Embodies a humble posture of learning and behaviors consistent with the Bahá'í standards and serves as a role model.
5. Experienced in consultation, harmonizing differing opinions, and demonstrating cultural sensitivity
6. Ability to work independently and in collaboration with others with a sense of responsibility.
7. Ability to encourage and support others in their learning and development.
8. Demonstrates creativity, flexibility, reliability, and trustworthiness.
9. Ability to maintain confidentiality and use good judgment.
10. Able to meet diverse and changing needs while maintaining priorities.
11. Knowledge and experience in building and grounds maintenance (minimum 4 years' work experience required); construction, plumbing, electrical and/or HVAC experience helpful.
12. Knowledge and experience in safety procedures relevant to all aspects of facilities maintenance.
13. Demonstrated ability to coordinate, mentor, supervise volunteers in an encouraging and supportive manner.
14. Experience in supervising staff and contractors.
15. Ability to work independently, with good judgment and a sense of responsibility.
16. Strong organization skills.
17. Ability to work collaboratively to solve problems.
18. Must have a valid driver's license and driving record to meet insurability requirements.
19. Must be flexible to work different shifts including nights, weekends, and holidays, and willing to be on call when scheduled.
20. While performing the duties of this position, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to a variety of extreme temperatures and conditions. The noise level in the work environment can be loud. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. While performing the duties of this position, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. Occasionally required to work at heights exceeding 20 feet. The employee must frequently lift and/or move items over 50 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.