

JOB DESCRIPTION

Building Upgrades Coordinator

Jubilee United Church

General Description:

The Building Upgrades Coordinator plays a pivotal role in overseeing and coordinating various aspects of renovation and improvement projects for the church facilities. This hands-on position requires strong organizational skills, attention to detail, and the ability to communicate effectively with church leadership and staff, contractors, and volunteers. The Building Upgrades Coordinator will ensure that building upgrades are completed in a timely manner, within budget, and in alignment with the church's vision and requirements (e.g. ensure tenants and church groups are recognized and accommodated). This role works as a team with the Facility Manager (FM) to ensure the smooth operation of the church.

Term:

This is a 1 year salaried full-time position (averaging 40 hrs per week), with an assessment after 1 year to determine if the position is still required.

Duties and Responsibilities:

1. Project Planning and Scheduling:

- Work under the direction of the Amalgamation Implementation Committee (AIC) on upgrades to Jubilee facility
- Develop detailed project plans, including scope, estimates, timeline, and resource requirements
- Coordinate scheduling of construction activities, ensuring minimal disruption to church operations and events
- Work closely with the FM and AIC to ensure work doesn't interrupt prior scheduled events

2. Contractor and Vendor Coordination:

- Solicit bids from contractors and vendors for renovation work and materials
- Evaluate proposals, negotiate contracts, and make recommendations to the AIC
- Coordinate with contractors, architects, engineers and suppliers to ensure timely delivery of materials and completion of work

3. Budget Management:

- Assist in developing project budgets and cost estimates, tracking expenses, and managing expenditures
- Work closely with the Treasurer to ensure expenses are paid and have timely invoicing
- Monitor project costs and expenses, identifying cost-saving opportunities and addressing budget variances, as needed
- Keep accurate records of project-related financial transactions and documentation
- Help the Property team find opportunities for funding (grants) and help create the material for those grants

4. Quality Assurance and Compliance:

- Ensure that renovation work meets quality standards, building codes, and safety regulations
- Conduct regular inspections to assess workmanship and address any issues or deficiencies
- Obtain necessary permits and approvals for construction activities, ensuring compliance with local regulations

5. Communication with AIC and Council:

- Serve as the primary point of contact for all project-related communications
- Provide regular updates and progress reports to AIC and Council

- Coordinate volunteer efforts and engage church members in the renovation process, as appropriate.
- Create weekly Status Reports to AIC for major upgrades
- 6. **Documentation and Reporting:**
 - Maintain accurate and organized project documentation, including contracts, permits, drawings, change orders, and correspondence
 - Prepare regular progress reports and updates for church leadership, highlighting key milestones, achievements, and challenges
 - Develop and maintain a book of knowledge on how things are managed/planned and found at the church
 - Document lessons learned and best practices for future reference and continuous improvement
- 7. **General Project Work**
 - Participate in the maintenance work of Jubilee United Church
 - Work on projects within the church including, but not limited to, clearing rooms for organization, boxing items up from Forest Grove United Church and Jubilee United Church for removal, helping with events at Jubilee
 - Helping with general work around Jubilee United Church and Forest Grove United Church
 - Helping the Facilities Manager, when required

Accountabilities:

- Accountable to Council through the M&P committee; meet with the M&P Liaison quarterly, or as required, to address any issues that may arise
- Accountable to the M&P Committee for the review of performance, position responsibilities, goals and objectives
- Work under the direction of the Amalgamation Implementation Committee and church leadership
- Work closely (as a team) with the Facilities Manager to help ensure Jubilee United Church runs smoothly
- Ensure documentation is put in the church reference library
- Work on closing Forest Grove United Church

Requirements:

- Minimum of 5 years' experience or equivalent in building maintenance
- Ability to lift up to 50 lbs and withstand longer periods of standing and physical activity
- Ability to travel, as required
- General knowledge of construction and building codes
- Knowledge of safe practices on how to conduct maintenance work within the church
- Familiar with Excel and Word (MS Office) for use in existing templates for maintenance projects
- Excellent interpersonal, written and verbal communication skills
- Supportive team player who respects confidentiality
- Ability to work independently with minimum supervision and frequent interruptions
- Ability to work in a team environment with other staff, volunteers and committees to ensure Jubilee runs smoothly
- Demonstrated initiative and ability to be self-directed
- Strong organizational skills with the ability to prioritize, multi-task and meet tight timelines
- May require evening and/or weekend work to accommodate project deadlines or events
- Work environment may include office work, site visits, meetings with contractors and AIC