

Building Systems Lead Needed!

Are you resourceful and creative?

Are you a self-starter who feels comfortable with both technology and people?

Are you intrigued by the idea of working with building-related technology (heating and air conditioning, security cameras and more), and for a vibrant and progressive congregation of spiritual seekers?

If you are interested in exploring this part-time Building Systems Lead position further, we'd love to hear from you. We are the Boulder Valley Unitarian Universalist Fellowship, located in Lafayette, CO. Training is available by knowledgeable staff and members of the congregation who want to see you succeed.

All you need do is send your resume and a cover letter to buildingjobs@bvuuuf.org. Or visit [our website's employment page](#) for more details.

We look forward to exploring if joining our crew at the Fellowship is right for you.

Role Summary

The Building Systems Lead coordinates system repairs, monitors system performance, and responds to and adjusts building systems as needed in support of Fellowship objectives, including energy management and ecologically-friendly installations.

BVUUF contact: Office Manager

Status: 10-12 hours per week average

Pay rate: \$21 per hour, depending on experience

Terms: Part-time employment, 30 days termination notice requested

Essential Functions

- Monitor and gather data related to all installations involving technology (telecommunications, heating and cooling, lighting, building access, etc.).
- Stay up-to-date with maintenance and support procedures for installations involving technology.
- Establish procedures to ensure that regular maintenance and inspections (such as for emergency equipment) happen in a timely manner.
- Work with staff and service providers to schedule maintenance and new installations.
- React quickly to problems related to installations that require quick response.
- Solve problems that require research and investigation for long-term resolution.
- Represent the Fellowship in a friendly and helpful manner while interacting and working with a wide variety of technicians, companies, city representatives, staff and/or congregation members in the course of duties.
- Work with the office to maintain documentation of maintenance and support procedures.

- Respond to alerts from the fire control panel and other electronic alarms if our first responders are not available.
- Work with our Safety team to ensure appropriate procedures for the facility.
- Maintain the interior key system.

Minimum Qualifications

- High school diploma or GED, and at least 18 years of age at hire; college degree or relevant experience preferred.
- Aptitude for technical work.
- Ability to:
 - lift 40 pounds
 - work flexible hours
 - work independently with minimal supervision.
- Highly comfortable with computers and a willingness to learn new computer-based facilities programs.
- Familiarity with Microsoft Office and/or Google environments.
- Interest in and/or knowledge of energy efficiency and “green” products.

All interested persons are strongly encouraged to apply.

BVUUF is committed to diversity and we provide equal employment opportunities to all individuals regardless of race, age, color, religion, creed, gender (including pregnancy), national origin, sexual orientation, veteran status, marital status, disability, political affiliation or belief. Employment decisions are made based on job-related qualifications without consideration of these factors.

About BVUUF

The Boulder Valley Unitarian Universalist Fellowship is a liberal religious congregation dedicated to bringing love and reason to life and building a just and compassionate world. We provide a welcome to spiritual seekers, and a place for people to nurture their spirits and to go out and make a difference in the world. We are a mid-sized church with a solid base of energetic and generous members augmented by active visitors, and our membership is growing.

As a general policy, employment by the Fellowship is not open to members of the congregation, except in unusual circumstances. Members of an employee’s family may be considered for employment; however, relatives may not supervise one another. “Family” is defined as a spouse, life partner, parent, sibling, child, grandparent, or grandchild or in-laws.