

HIS MANSION MINISTRIES

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Facilities Manager

Mission: *To inspire Christ-like change through authentic relationships in a community context, with Biblical truth and love.*

Ministry Position:

The Facilities Manager job is, first and foremost, a ministry position. He/She is not only responsible for stewarding the physical plant, but for modeling Christ-like behavior and for leading others in further pursuit of relationship with Jesus Christ through daily life. All staff members, including the Facilities Manager, are expected to be available to pray with and spiritually guide Residents, Servant Leaders, and other staff; cultivate genuine relationships with staff, Servant Leaders, and Residents; and to participate in regular time of community worship and prayer. These are done to fulfill our mission, as stated above. The Facilities Manager is also expected to sign a statement of agreement with His Mansion Ministries' statement of faith.

Summary:

All work is God-ordained and has a therapeutic value. It is a tool to train Residents and Servant Leaders in Christian character while giving them soft skills to compete in the marketplace. The actual accomplishing of the physical work and the therapeutic value are intertwined and cannot be separated. God calls us to excellence in accomplishing work.

The Facilities Manager promotes a high degree of stewardship with the "physical plant" resources we have been blessed with, guided by sound management practices and in line with our mission, vision, and values.

Qualifications:

- Christ-likeness, strong Christian faith, integrity, moral values, and convictions
- Relationally focused and service driven
- Knowledge of and passion for His Mansion's mission and philosophy of ministry
- If married, his or her spouse should be spiritually mature and willing to participate in the community
- Over 10 years of experience in construction or property management

- Experience/knowledge/certification in carpentry, roofing, appliance repair, plumbing, electrical, glass repair, landscaping, dry walling, concrete, and masonry
- Experience in HVAC, refrigeration, and heavy equipment operation
- Demonstrated knowledge of building and equipment codes and safety regulations
- Possess or able to acquire water certification
- Possess a valid driver's license and be insurable under our auto insurance policy
- Skill and desire to provide excellent leadership, administration, management, and organization
- Strategic thinker; able to imagine the next level and develop a way to get there
- Good problem solving skills, ability to troubleshoot complex systems, exercise judgment, and make decisions in performing job duties
- Passion for quality
- Self-starter who is highly motivated and able to work unsupervised for extended periods
- Willingness to perform routine tasks regularly and on time, with deadlines weekly and monthly
- Ability to work within a team environment and to lead managers
- Ability to communicate well (written and verbal) with team members, staff, Residents, work groups, and guests

Duties & Responsibilities:

- Operate and maintain the physical plant: building, grounds, equipment, furnishings, water treatment, waste disposal and wood boilers
- Perform preventative buildings and grounds assessments to ensure buildings and utilities are well functioning while quickly responding to conditions that might cause personal injury or damage to property
- Installation, repair, upgrades, and remodels for both guest and staff housing.
- Supervise contractors
- Perform preventative and repair maintenance with HVAC, electrical and plumbing systems, including boilers, fire and building alarms, and well/septic systems
- Promote harmony within the department by managing staff's responsibilities, workloads, and health of inter-departmental professional relationships
- Determine policies and procedures necessary for accomplishing standards
- Conduct regular meetings with supervisory personnel
- Develop and oversee department budget
- Plan, develop, organize and prioritize maintenance projects
- Monitor and track incoming repair and preventative work orders
- Delegate tasks and responsibilities (utilizing volunteers when appropriate) and encourage professional and Christ-like development

- Ensure that safety procedures and standards are in place and followed for all areas, whether or not they are directly supervised.
- Ensure that safety classes are conducted for all facilities and jobs
- Maintain compliance with OSHA, waste water permitting, fire code regulations, MSDS, and other governmental requirements pertaining to facilities
- Take part in on-call shifts on a rotational basis as a way to help the department share the load and to promote good morale within the department

Working Environment:

- Outdoor work in all weather conditions, possibly on slippery surfaces
- Regular work in office environment
- Occasionally lift heavy loads up to 50 lbs, and occasionally 50-100 lbs with assistance
- Supervise all areas of premises, including thorough inspection and written report
- Occasionally stand for lengthy period of time
- Regularly sit for many hours
- Regularly bend and squat to perform maintenance tasks
- Often “get hands dirty”
- Occasionally operate heavy machinery and smaller machinery that requires caution, such as chainsaws or other small engine equipment
- Infrequently work at height
- Occasionally work under vehicles
- Regularly lift, bend, twist, and push and pull loads
- Work varied schedule, including weekends and rotation of on-call hours
- Live on His Mansion property, must be accessible 24/7 for emergency response, on a rotary basis

Working Relationships:

Reports to: CEO

Works Closely with: Wood Lot Supervisor, Agriculture Supervisor, Fleet/Agricultural Equipment Technician

Direct Reports: Building and Maintenance Team Leads

This job description is not a complete description of all that is necessary to do your job. All employees are expected to do what it takes to work as a team, even with other departments, to serve Residents. This is not only an expectation but also a value that we hold to as an organization. We will help each other get the mission done.