

MISSION STATEMENT: Holland Rescue Mission exists to glorify God by proclaiming and demonstrating His love through Christ-centered programs of excellence for the homeless and less fortunate.

HOLLAND RESCUE MISSION Job Description

POSITION: Facilities Manager – MMC, FHMC, & Gateway

DEPARTMENT: Maintenance

RESPONSIBLE TO: Chief Program Officer

LEVEL: 4

SUMMARY: The Facilities Manager – MMC, FHMC, and Gateway is responsible to assist in fulfilling the purpose/mission of HRM by insuring that the Mission property under their care is maintained in good repair and in a manner consistent with the professional image of the ministry projected by Holland Rescue Mission.

RESPONSIBILITIES:

1. Direct management of the maintenance and upkeep of all HRM property, including but not limited to Men’s Ministry Center, Family Hope Ministry Center, and Gateway Center.
2. Direct supervision and efficient deployment of staff on the maintenance team.
3. Oversight of all buildings and grounds service contracts, including elevators, fire suppression systems, landscaping, snow removal, parking lot maintenance, and oversee all building supply purchases upon request.
4. Oversee bids for all work as well as that of larger projects from outside contractors as necessary. Review all information with Chief Program Officer and make recommendations concerning the direction the Mission should take.
5. Conduct frequent and regular inspection of all buildings, prioritizing work that needs to be done to maintain upkeep and safety for all guests.
6. Ensure building security procedures are in place including key control.
7. Maintain boilers, furnaces, air conditioners, and snow plow truck on a preventive maintenance schedule.
8. Work directly with the Chief Program Officer to mentor program guests who are assigned maintenance workstations or desire to gain work training in a related maintenance field.
9. Welcome, supervise and nurture the investment of volunteers at the Holland Rescue Mission, particularly those working in department(s) relating to this position.
10. Work to protect the reputation of the ministry in all events.
11. Attend Mission sponsored meetings and events, including religious activities, as designated by supervisor.

12. Fulfill all aspects of position job description according to the biblical principles and philosophy of ministry as defined by the Holland Rescue Mission Statement of Faith, Principles of Influence/Qualifications for Employment, Vision Statement, Mission Statement and Core Values.
13. Perform other duties as assigned.

QUALIFICATIONS:

Personal:

- Must provide a clear biblical testimony of a personal experience of receiving by faith the Lord Jesus Christ as Savior and give evidence of His presence in daily living (Romans 6:13, Eph. 4:20-32, Phil 1:7-11, 3:7-10).
- Actively seek the unity of believers.
- Be a mature Christian and a member in good standing of an evangelical church.
- Must interact well with all staff and clients and be willing and able to mentor program men.

Education and Experience:

- High School graduate; College or technical school preferred.
- Certification and/or classes in technical areas (electrical, heating, plumbing, etc.) preferred.
- Minimum 5 years' experience in fields related to these tasks.
- General knowledge of building construction.

Skills and Abilities:

- Must have the ability to work with and get along with people.
- Must have a desire to maintain cleanliness and neatness.
- Must have the ability to effectively supervise and deploy staff under direct supervision.
- Strong mechanical background.

Physical

- Sitting or standing for long periods of time to perform job functions
- Ability to lift and move objects weighing up to 60 pounds
- Manipulate, handle, feel, and control items or equipment
- Communicate effectively with clients, co-workers and volunteers
- Be able to read, write, and interpret written documents

2 Timothy 3: 16-17 *“All Scripture is breathed out by God and profitable for teaching, for reproof, for correction and for training in righteousness, that the man of God may be competent, equipped for every good work.” (ESV)*

Employee Signature: _____ Date: _____