

Good News Rescue Mission

Job Description

Position Title:	Facilities and Fleet Manager
Ministry Department:	Operations
Reports To:	Director of Operations
FSLA Status:	Non-Exempt
Status:	Full Time

Description: In consultation with the Director of Operations, oversees facility maintenance, renovation, and expansion projects. Ensures the proper maintenance and repair of the vehicle fleet.

Responsibilities:

1. Supervises the facility maintenance staff.
2. Oversee the Distribution Center.
3. Help determine opportunities for volunteerism in facility maintenance, compiles and maintains a list of volunteer trade's people from local churches and the community.
4. Develops and maintains a project priority list.
5. Efficiently develops and stays within project budgets.
6. Schedules and performs pickups and deliveries of materials when necessary.
7. Pickup and deliver donated goods to the Mission when necessary.
8. Works closely with the staff, program participants and volunteers to maintain cleanliness, perform preventative maintenance, renovation, and expansion of Mission facilities, properties and vehicles.
9. Maintain and acquire as needed, all aspects of the vehicle fleet, including donated vehicles.
10. Maintains courteous, high quality customer service toward Mission staff, outside vendors, volunteers, and Mission program participants.
11. Maintain daily communication with Director of Operations.
12. Perform other related duties as assigned by the Director of Operations.

MINIMUM JOB REQUIREMENTS:

- Must have a committed personal relationship with Jesus Christ and belong to a Christian body of believers.
- Demonstrates appropriate behaviors and character traits of a Christian.
- Agrees with and can sign the Good News Rescue Missions statement of Christian faith and be able to share that faith and knowledge with staff and clients.
- A demonstrated passion for ministry, advocacy and issues surrounding homelessness and poverty.
- High School diploma or GED and related transferable education and/or certifications and training in the building trades.
- Five years of progressively responsible experience in facility maintenance or the building trades.
- Five years management experience.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of project budget management and development.
- Knowledge of best practices for building and vehicle maintenance.
- Working knowledge of plumbing, electrical, carpentry, and other building trade skills
- Must be highly skilled in organizing, prioritizing, and accomplishing ongoing and preventative maintenance.
- Must be skilled in and comfortable working in a collaborative team-leadership environment.
- Must have ability to effectively handle multiple tasks as assigned.

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- Must be able to establish and maintain positive, effective working relationships with volunteers and trades people to develop effective pool of workers to call upon as needed.
- Ability to read and develop a work plan from building blue prints.

WORKING CONDITIONS AND PHYSICAL EFFORT:

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. May encounter extreme working environment; may be exposed to heat and cold. The noise level in the work environment is usually moderate to high. Employee may come into contact with irate and irrational clients who may or may not be under the influence of mind-altering substances such as cocaine, marijuana, alcohol, etc., or be mentally or physically disabled. Employee may be regularly exposed to some risk of communicable disease from guests of facility, exposure to TB and other respiratory diseases.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to walk, talk and hear. The employee is occasionally required to stand and regularly required to sit, manual dexterity necessary in using hands to finger, handle, feel, type on computer keyboard and operated power tools. The employee required to reach with hands and arms. The employee must occasionally lift and/or move up to 75 pounds up stairs. Specific vision abilities required by this job include distance vision, color vision, depth perception and peripheral vision. The employee is required to have close visual acuity to perform an activity such as viewing a computer terminal. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PRE-EMPLOYMENT SCREENING

- Drug and nicotine test
- Clean DMV
- Must be insurable through GNRM's auto insurance provider