

Good News Rescue Mission
Job Description

Position Title: Facilities Maintenance
Ministry Department: Operations
Reports To: Senior Manager of Operations
FSLA Status: Non-Exempt
Status: Part time, up to 28 hours per week.

Description:

Responsible for general maintenance and upkeep of facilities, grounds, appliances and vehicles.
Responsible for maintaining electrical, plumbing, mechanical and related systems.

Responsibilities:

1. Perform weekly maintenance of Mission vehicles.
2. Makes repairs of a minor nature on vehicles as time and skills allow.
3. Maintains service logs and records of Mission vehicles.
4. Ensures all vehicles are fueled.
5. Coordinates inspections and servicing of all vehicles.
6. Performs general repairs and improvements to facilities. Determines materials, equipment and supplies to be used. Prepare a material list and submit to Senior Manager of Operations for approval.
7. Performs preventative maintenance on the electrical, plumbing, mechanical, heating, cooling and ventilation systems for facilities.
8. Maintain and repair appliances throughout the Mission facilities.
9. Organize and oversee work projects with volunteers and staff.
10. Efficiently stays within project budgets.
11. Schedules and performs pickups and deliveries of materials when necessary.
12. Pick up and deliver donated good to the Mission when assigned.
13. Assists with set up and tear down of Mission events as assigned.
14. Ensures the Mission grounds are well-groomed and clean, removes all trash and makes weekly inspections.
15. Other duties as assigned.

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.
- A demonstrated passion for ministry, advocacy and issues surrounding homelessness and poverty.
- 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.
- H. S. diploma or GED. Three to five years of education and training in general repair or closely related technical area.
- HVAC license preferred.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Basic computer applications, such as MS Office and the internet.
- Occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
- Excellent organizational and coordinating skills.
- Strong interpersonal and communication skills and the ability to work effectively with Mission staff, students and volunteers.
- Team player focused on the overall success of the organization.
- Plan and organize tasks, schedule repairs and keep routine records.
- Ability to handle frequent changes, delays or unexpected events.
- Remain calm and lead effectively in a crisis or emergency situation.
- Ability to foster a cooperative work environment.
- Ability to plan and coordinate various work projects on buildings, autos and appliances.
- Ability to supervise and train volunteers, to include organizing, prioritizing, and scheduling work assignments.
- Ability to build and maintain a direct relationship with outside agencies.
- Able to support the Good News Rescue Missions statement of Christian faith and share that faith and knowledge with staff and clients.

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. Pleasant working environment; maybe exposed to cold occasionally. The noise level in the work environment is usually moderate. 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 test
- Clean DMV
- Must be insurable through GNRM's auto insurance provider