

Lebanon Rescue Mission

JOB TITLE: Facilities Manager
REPORTS TO: Executive Director

DEPARTMENT: Facilities
STATUS: FT Non-Exempt

SUMMARY OF POSITION:

The Facilities Manager is responsible for maintaining safe, secure and clean facilities in compliance with all applicable standards and requirements. Ensure preventative and on-going maintenance and repairs of Lebanon Rescue Mission buildings, properties and equipment. Responsible for supervision of departmental employees and for LRM vehicle fleet management. Properties include eight locations.

DUTIES & RESPONSIBILITIES:

A. BUILDINGS & GROUNDS RESPONSIBILITIES

1. Ensure sound buildings and facilities by overseeing preventative maintenance and cosmetic up keep.
 - a. Create a routine maintenance plan and either directly conduct or assign to staff all items.
2. Receive email generated work orders and handle in an efficient and timely manner:
 - a. Schedule, assign, and fulfill according to priority;
 - b. Complete documentation accordingly in a timely manner.
3. Upkeep and maintenance of all Mission facilities to include records/documentation of the same.
4. Walk throughout the properties on a regular basis, noting condition and needed repairs; take or assign corrective or preventative action as needed.
5. Coordinate and supervise maintenance requests, schedule of maintenance, and repair according to priority.
6. Plan and implement special projects, recommending outside vendors when needed.
7. Manage lawn upkeep and snow removal during the appropriate season.
8. Ensure that the Mission properties are always clean and free of litter and other debris.

B. SAFETY

1. Co-chair the Safety Committee, facilitating employee awareness and improved safety protocols.
2. Responsible for evaluating the potential hazards of chemicals, and communicating information concerning hazards and appropriate protective measures to employees. Maintain documents and records as warranted.
3. Develop and maintain a written hazard communication program for the work place, which will include container labeling and other forms of warning, Material Safety Data Sheets (MSDS) and employee training. This Manual should include but not limited to a list of hazardous chemicals present and labeling of containers of chemicals in the workplace.
4. Collaborate with Executive Director to define and document emergency preparedness and storm preparedness.
5. Manage and ensure the operation of security systems and door access system.

C. SPECIAL MAINTENANCE AREAS

1. Responsible for maintaining the heat and cooling systems.
2. Winterize each building.
3. Check lighting, smoke and carbon monoxide detectors, and fire extinguishers regularly to insure proper safety measures and effective operation.
4. Coordinate facility and equipment needs with staff for special events and meetings/trainings.
5. Submit requests for the purchase or procurement of necessary materials, equipment, furniture, and appliances; handle installations accordingly.
6. Interface with outside contractors:
 - a. Receive bids for projects and make recommendations to Executive Director
 - b. Coordinate with and oversee contractors to insure job/project is carried out and completed according to specifications of bid/agreement.

D. MANAGEMENT/SUPERVISION

1. Ensure sufficient staffing for department; actively participate in defining needs and hiring.
2. Responsible for supervision, scheduling, discipline, training, and evaluation of facilities staff.
3. Work with ED on hiring, disciplinary actions, and dismissals.
4. Prepare employee work/holiday/vacation schedules.

E. MISCELLANEOUS DUTIES

1. Coordinate and schedule pickups with the appropriate departments.
2. Work with Executive Director on annual Facilities budget
3. Submit written reports to the Executive Director as requested/scheduled.
4. Negotiate contracts with vendors and obtain insurance documentation from vendors.
5. Carry out all other duties as assigned.
6. Maintain alarm systems and be point-person for repairs, and breaches.

SKILLS & QUALIFICATIONS:

- Committed Christian with a passion to be in ministry, able and willing to share Jesus in word and deed.
- Solid leadership abilities, able to create and sustain a God-honoring environment with a stewardship mindset.
- Good written and verbal communication skills.
- Strong interpersonal skills, able to work effectively with staff, residents, volunteers and outside contractors.
- Highly ethical, trustworthy, and professional
- Ability to prioritize and meet deadlines and goals while effectively managing multiple projects simultaneously.
- Good assessment and decision-making abilities.
- Excellent manual dexterity, good eye-hand coordination. Able to perform projects that require strength and high levels of stamina.
- Competent in building maintenance and repair, general carpentry, general construction, electrical, plumbing, heating and HVAC
- Proficient in use of various hand and power tools used in the skilled trades
- Able to organize and prioritize work orders and standard maintenance functions
- Safety conscious with a strong knowledge of facility operation and general maintenance knowledge.
- Flexible, able to appropriately respond to emergencies and needs of LRM. May occasionally require working extra or odd hours.
- Able negotiator with good project management skills.
- Good supervision skills, able to train others, providing support and insure quality service is provided while outcomes/objectives are met.
- Able to read, write and perform accurate mathematical computations.
- Computer literate
- A knowledge of commercial kitchen equipment would be beneficial.
- An ability to operate all ministry equipment and vehicles: Box Truck, Pickup Truck, Snowplow, snow blower, power washer, lawn maintenance equipment, and delivery equipment.
- Possess an unrestricted valid Pennsylvania State Driver's license with a motor vehicle record acceptable to LRM's insurance carrier.

WORKING CONDITIONS/PHYSICAL FACTORS:

Occasional basis: 1-33%; Frequent basis: 34-65%; Continuous basis: 66-100%

- Work will *frequently* include time in the field and office.
- *Frequent* computer work.
- May *occasionally* need to work outdoors and at heights.
- Requires climbing stairs daily
- Position may require occasional travel, typically within the local area
- Exposed to dust, odors, noise, chemicals, and fumes - *occasionally*
- Good manual dexterity and fine motor skills
- See, hear, speak and smell – *Continuously*
- Will require standing, bending, lifting, and reaching regularly on a daily basis.
- Lift up to 50 lbs. on a regular basis.

EDUCATION/EXPERIENCE:

- Associates degree, technical or skilled trade degree
- Five (5) plus years' related work experience
- Two years of supervisory experience in a related field
- Previous experience in the non-profit/ministry sector as well as in the for-profit sector desired
- Previous experience with a Rescue Mission helpful

Requirement:

The Lebanon Rescue Mission is a privately funded 501 (c) 3 non-profit, Christian ministry. Our designated purpose is religious and we are a Christ-centered ministry, which is dedicated to represent and present the Gospel in order to see lives redeemed, renewed and restored, through relationship with Jesus Christ. We consider every position essential in the fulfillment of our ministry and Mission Statement. As such, each employee must have a relationship with Jesus Christ as his or her personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in the ministry activities of Lebanon Rescue Mission;
- Subscribe to the Lebanon Rescue Mission Statement of Faith and Qualifications for Employment upon hire and continuously while employed;
- Adhere to the policies of the Lebanon Rescue Mission Employee Handbook.

For further information or to submit a resume, please email: sblouch@lebanonresceumission.org