



Job Title: Facilities Manager

Date Prepared: August 17, 2020

Reports To: Director of Operations

Status: Full-time, salaried.

Summary: The Facilities Manager plays a vital role in Hope's ministry by ensuring clients, staff, volunteers and guests have well-functioning, clean and safe spaces in which to live, work and interact.

Qualifications:

1. Ministry:
 - a. Willingness to fully embrace the Hope Ministries Grace Model.
 - b. Ability to affirm and articulate a personal faith in Jesus Christ.
 - c. Personal commitment to living according to the standard of Christlikeness.
 - d. Personal commitment to living in an authentic Christian community outside Hope.
2. Ability to build effective and trusting relationships with Hope staff and residents.
3. Commitment to a grace-based form of accountability.
4. Proven experience as facilities manager or similar position.
5. Understanding of building maintenance, operational systems (HVAC, plumbing, electrical, security, etc.) and safety and security.
6. Technical skills to perform repairs/upgrades in one or more area (HVAC, plumbing, electrical, security systems, etc.).
7. Strong supervisory skills.
8. Strong organizational skills.
9. Ability to perform light maintenance work (painting, floor waxing, etc) as required.
10. Ability to lift at least 50lbs.
11. A high level of attention to detail.
12. Ability to communicate effectively with supervisor, other staff and residents.

Duties:

1. Develop and implement a facility management program including preventative maintenance, periodic inspections and life-cycle requirements.
2. Develop and implement an ongoing cleaning, disinfecting and pest-control program to ensure all spaces are clean, safe and attractive.
3. Manage the work order system to provide effective communication between the facilities team and residents and other staff.
4. Train, schedule, supervise and support facilities staff.
5. Manage outside vendors and contractors. Includes identifying qualified vendors and contractors, negotiating contracts and prices, scheduling, ensuring quality and timeliness, and managing on-going relationships.
6. Oversee the security of the buildings and grounds.

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7. Respond to facility and equipment alarms and system failures both during and outside of normal working hours.
8. Ensure appropriate maintenance, janitorial, cleaning and disinfecting supplies are on hand.