



OPEN DOOR FACILITIES MANAGER

JOB TITLE: Facilities Manager

DEPARTMENT: Operations

REPORTS TO: President & CEO

STATUS: FT 40 hours
Non-Exempt

SUMMARY OF POSITION: This position is responsible for the repair and maintenance of the Mission's buildings, grounds and equipment. Requires broad knowledge in electrical, mechanical, HVACR systems and commercial construction. This is the ideal position for someone with an overwhelming sense of God's calling to use one's talents and life to advance His work.

DUTIES AND RESPONSIBILITIES:

- Repairs and maintains physical structures using hand and power tools
- Makes repairs to tools and equipment including refrigeration, heating and plumbing
- Moves, installs and adjusts fixtures, motors and other electrical/mechanical equipment
- Must participate as a member of the emergency response team
- Comprehensive understanding of operation of building and grounds equipment, including HVAC systems.
- Troubleshoot & repair kitchen equipment
- Apply lean thinking and tools to eliminate waste in all areas of the position
- Train and supervise volunteers and guests assigned to maintenance and janitorial.
- Mentor and disciple guests in the service hours program.
- Perform root cause failure analysis and implement changes to improve reliability and/or more efficient functioning of equipment and systems.
- Monitors and reinforces all fire and safety regulations to ensure that the building is protected from fire and hazards.
- On call 24 hours a day in case of building emergencies.
- Works closely with contractors on site and manages construction projects. Ability to work with architects, construction manager and contractors on safety and building renovations.
- Performs the duties of the Operation Manager during their absence
- Indoor and outdoor work in variable weather
- Inspecting the building frequently for signs of damage or wear
- Create RFP's and RFQ's and manage communication with vendors and contractors.
- Guidance on hiring, scheduling and overseeing contractors and inspecting completed jobs
- Office duties as relates to position
- Other duties as assigned

ESSENTIAL SKILLS:

1. Able and willing to interact with shelter guests in a compassionate and respectful manner
2. Able to maintain a positive, professional, Christ-like manner with all staff, guests and volunteers.
3. Trustworthy, reliable and level-headed.
4. Emotionally healthy and able to respond to guest behavioral issues in a healthy way.
5. Have a personal relationship with Jesus Christ and be able to share the gospel with others through words and deeds.
6. Demonstrated knowledge of Microsoft software, specifically Word and Excel
7. Demonstrates proficiency in written and verbal communication.
8. Has a heart of compassion and caring toward the homeless and hurting, and is passionate about ministering life-transformation.

9. Agrees with and carries out responsibilities in accordance with the Mission’s policies that are included in the Open Door Mission Directives, Code of Conduct, Statement of Faith, and Mission Statement.
10. Possesses the ability to work effectively with others in a positive, cooperative manner.
11. Willingly signs a confidentiality agreement.
12. Must be in agreement with the goals and objectives of The Open Door Mission.
13. Willingness to be trained to administer CPR, Narcan and other emergency procedures in appropriate emergency situations
14. Good physical condition and ability to pass physical abilities test to meet demands of position
15. Experience and knowledge of building custodial and maintenance operation
16. Sufficient vision and hearing necessary to operate powered equipment safely
17. Working knowledge of fire codes, building codes and OSHA rules and regulations.
18. Demonstrated ability to handle administrative responsibility.
19. Demonstrated ability in planning, organizing and directing.
20. Electrical knowledge 110v-480v single and three phase.
21. Understands safety and security issues and implications
22. Knowledge of computer applications for maintenance, budgeting and reporting
23. Ability to lift heavy objects up to 100 lbs
24. Valid driver’s license with clean record
25. 5 years of maintenance trades experience

WORKING CONDITIONS/PHYSICAL FACTORS: (INCLUDE PHYSICAL REQUIREMENTS SUCH AS BENDING, LIFTING, CLIMBING STAIRS, MANUAL DEXTERITY/COORDINATION, FINGERING, STANDING FOR EXTENDED PERIODS OF TIME, ETC. NOTE WORK IS OUTDOORS)

This position requires frequent interaction with a homeless population. Will likely interact with individuals who may be intoxicated or under the influence and who may lack socially acceptable personal hygiene

- Climbing stairs
- Fingering/fine motor skills
- Standing for extended periods of time
- Physically restraining agitated or violent individuals - *often*
- May require some work outside, in all climates – *continuously*
- Able to think, read, speak, see, and hear – *continuously*

EDUCATION/EXPERIENCE:

- High school graduate or GED earned

REQUIREMENT:

The Open Door is a privately funded 501(c)3 Christian ministry outreach of Servants of the Word, Inc. It is the policy of The Open Door to grant equal opportunities for employment to all qualified persons without regard to age, race, color, national origin, military, gender, genetic characteristic, marital status, unemployment, domestic violence, or any other applicable grounds prohibited by law. Our designated purpose is religious. 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 their personal Savior and Lord. All employees must:

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

My signature below acknowledges that I have read and understand the job description as described herein. I understand that this job description is not all-inclusive and that employment is at-will.

Signature
Printed Name
Date