



JOB DESCRIPTION

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|-----------------------------------|--------------------|---------------------|
| Position | Department | Reports to |
| Facilities Manager | Administration | Finance Director |
| Employment Status/Schedule | FLSA Status | Salary Level |
| Full Time; 1 st shift | Exempt | 4 |
| Location | JD Number | Last Update |
| Gateway Center | 12-09 | 9-20-22 |

Purpose/Mission/Vision

Gateway Mission is a 501 (c) (3) non-profit ecclesiastical ministry operating under the direction of a volunteer Board of Directors elected from a broad cross-section of Christians in the community. Our mission is to declare and demonstrate the love of Jesus by providing housing and programs for the homeless and less fortunate. Our vision is to equip each person we serve to follow Jesus and live as a productive citizen. Gateway Mission considers every position one of ministry and a vital and valued part of our team. Therefore, it is essential that all employees of Gateway Mission have a personal relationship with Jesus Christ and subscribe to our Mission, Vision, Core Values, Statement of Faith, and Qualifications for Employment upon hire and continuously while employed. Employees are encouraged and expected to share the Gospel as opportunities arise.

Position Summary

The Facilities Manager leads a team to ensure mission property under their care is maintained in good repair and in a manner consistent with the professional image of Gateway Mission.

Essential Duties & Responsibilities

- Supervise all staff responsible for the direct maintenance and upkeep of all Gateway Mission property including but not limited to Gateway Men's Center, Gateway Women's Center, Transitional Housing apartments, Gateway Spoon Café & Grill, as well as all rental properties owned and operated Gateway Mission.
- Supervise staff in the Transitional Development Program (TDP) who are assigned to train in maintenance duties.
- Provide strategic assistance, direction/supervision and evaluation of maintenance department staff.
- Oversee buildings and grounds service contracts, including elevators, fire suppression systems, landscaping, snow removal, parking lot maintenance, and oversee all building supply purchases upon request.

- Oversee bids for all work as well as that of larger projects from outside contractors as necessary. Review all information with Chief Financial Officer making recommendations for capital improvement projects.
- Conduct frequent and regular inspection of all buildings, prioritizing work that needs to be done to maintain upkeep and safety for all guests.
- Ensure building security procedures are in place including key control.
- Maintain boilers, furnaces, air conditioners, and snowplow truck on a preventive maintenance schedule.
- Ensure all buildings and grounds are maintained in a clean and professional manner.
- Maintain and manage Gateway Mission fleet.

Personal Qualifications

- Practicing believer in the Lord Jesus Christ
- Be an active member of a local evangelical church community
- Desire to meet the physical needs and spiritual needs by sharing the good news of the Gospel
- Be a person of upright character as outlined in scripture for those who fulfill the role of Elder or Pastor.

Education/Experience

- High school graduate required, college or technical school preferred
- Minimum of 5 years' experience in related fields
- Certification and/or classes in technical areas (electrical, heating, plumbing etc.) preferred
- Experience/knowledge of building construction and HVAC
- Experience/knowledge of homelessness culture preferred
- Experience/knowledge of what God is doing through the ministry of Rescue Missions preferred

Skills and Abilities

- Strong organizational skills, with ability to manage people, resources, projects/events simultaneously and effectively while meeting deadlines
- Strong communication skills – written, verbal and electronic communication
- Strong leadership skills to supervise and assign staff and volunteers to achieve departmental goals, while exhibiting servant leadership.
- Ability to establish and maintain effective working relationships with vendors, volunteers, and the public.
- Strong mechanical skills
- Basic computer skills (Microsoft Office 365, email, data entry, maintenance related software)

Physical Activities/Demands & Work Environment

- Walk, stand, lift, bend, push/pull regularly; crouch occasionally to perform job functions
- Lift and move objects weighing up to 60 pounds
- Manipulate, handle, feel, and control items or equipment
- Read, write, and interpret written documents
- Moderate exposure to environmental hazards including chemicals, cleaning products, maintenance fluids, machinery noise, cold and warm outdoor temperatures.

2 Timothy 3:16-17 “All Scripture is breathed out by God and profitable for teaching, for reproof, for correction and for training in righteousness, that the man of God may be competent, equipped for every good work.” (ESV)

Employee Signature _____

Date _____

Disclaimer This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform and other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and are subject to possible modification to reasonable accommodate individuals with disability. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed are the minim levels of knowledge, skills, or abilities. This document does not create an employment contract implied or otherwise, other than an 'at will' relationship.

Gateway Mission is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.