

Facilities Manager

Open House Ministries is seeking a full-time Facilities Manager to join our professional staff supporting our mission as a faith-based community organization providing shelter, intervention and Christ-based, life-changing programs to homeless families with children.

Reports To: Executive Director

Status: Exempt

Purpose: Oversee the maintenance, cleanliness, upkeep, and safety of the entire OHM campus, including the maintenance needs of Open House Ministries' tenants in the Annex.

Time Commitment: Mon – Fri, 8:30 a.m. – 5:00 p.m. 40 hours per week.

Essential Functions

- Embrace the mission, vision, and values of Open House Ministries
- Responsible for overall appearance, maintenance, and cleanliness of all buildings (interior and exterior), including parking lots and outdoor child care play area
- Supervise and guide all facilities staff members
- Responsible for implementation of cleaning and maintenance plans for OHM Annex and Family Resource Center
- Oversee and ensure that all facilities staff job duties are completed and in a timely manner
- Supervise overall campus appearance, neat and garbage free
- Supervise and lead the entirety of the Giving Back program
- Complete and submit all building inspection requirements and reports, i.e. boiler room inspections, backflow inspections/reports, elevator inspections, Fire Marshall inspections, etc.
- Procure all maintenance and cleaning supplies
- Oversee volunteer community project groups
- Perform all functions and duties of facilities staff as needed

Required Qualifications

- Demonstrated personal Christian faith and commitment to the Christian mission of the ministry
- Demonstrated leadership ability to lead and manage multiple employees
- Ability to make on-the spot appropriate decisions
- Ability to manage confidential duties in a professional manner
- Attendance and punctuality

Work Environment

While performing the duties of this job, the Facilities Manager is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The Facilities Manager is occasionally exposed to a variety of extreme outside weather conditions. The Facilities Manager is required from time to time to interact with the public, requiring attire appropriate for a Facilities Manager.

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Physical Demands

The physical demands described here are representative of those that must be met by a Facilities Manager to successfully perform the essential functions of this job. While performing the duties of this job, the Facilities Manager is regularly required to talk and listen requiring good communication skills and hearing. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The Facilities Manager must frequently lift or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the Facilities Manager for this job. Duties, responsibilities and activities may change at any time with or without notice.

Opening: This is an immediate opening and will remain open until filled.

To Apply: Email a resume and cover letter attention to claudia@sheltered.org or call Claudia Merritt, Human Resources Department to request an application 360-737-0300.