

Portland Rescue Mission

Facilities Supervisor



Job Description

Department: Vocational Ministry **Work Location:** Multi-site- Portland Area

Reports to: Director of Vocational Ministry

Employment Status

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Full Time | <input checked="" type="checkbox"/> Regular | <input type="checkbox"/> Non-exempt |
| <input type="checkbox"/> Part Time | <input type="checkbox"/> Temporary | <input checked="" type="checkbox"/> Exempt |
| <input type="checkbox"/> On Call | | |

Effective Date: 2/1/2010 **Typical Hours Required:** 32 - 40 hours per week

General Description of Work:

The Facilities Supervisor will be responsible for direct oversight of maintenance and upkeep of PRM buildings, grounds and vehicles. This key supervisory role will oversee the Facility Maintenance policies/personnel, fleet policies and maintenance schedules to ensure that operational services are maintained and issues addressed in a timely manner.

The Facilities Supervisor will assist in development and management of budgets for all facilities and vehicles. Working with key staff, this position will direct remodeling projects, lead and assist with site-development projects, supervise and manage fleet operations and maintain all appropriate vendor/donor/volunteer relationships.

Through facilities management, this position ensures the safety, care and continued total life transformation of the men, women and children served by Portland Rescue Mission. This position requires a combination of general maintenance and/or construction experience plus the ability to manage both people and processes while functioning in a recovery based environment.

Essential Functions

- Provide oversight and management services to the Maintenance Department
 - When necessary manually assist in maintenance and/or necessary repairs
- Provide fleet management services for all PRM vehicles.
- Supervise Warehouse manager to ensure overall ministry goals are met through warehouse services.
- Management of all facilities improvement projects, scheduled maintenance tasks and other applicable building and grounds services.

- Maintain vendor contracts, both project related and long term maintenance and service contracts.
- Research and maintain relationships with vendors, donors or volunteers that add value to Portland Rescue Mission's efforts.
- Oversee all facilities in a manner that respects legal compliance with building codes and safety regulations.

Knowledge, Skills, and Abilities

- College degree, apprenticeship and/or other field related experience in maintenance, construction, warehouse operations, fleet maintenance and management thereof.
- Experience in Microsoft Office software (MS Project, Access and/or other maintenance/project software a plus)
- Self starter
- Prompt and thorough in job performance
- Creative and logical problem solving and systems analysis
- Ability to develop and manage team objectives, goals and personnel in a recovery based environment
- Ability to effectively manage-delegate and/or perform a wide variety of job assignments
- Ability to lift at least 50 lbs. unassisted
- Strong managerial skills and experience

Personal Attributes & Values

- A personal relationship with Jesus Christ as Savior and a testimony of continued growth in faith
- Spiritual maturity as defined by traditional Biblical Standards
- Adheres to Portland Rescue Mission's Statement of Faith and Code of Ethics
- Desire to serve God in the ministry to hurting men, women and children
- A pleasant, gentle, grace filled manner toward others
- Possess and demonstrates excellent integrity
- Composed and professional
- Desire to impact spiritual development in others

Equipment Used:

- General Office Equipment
- Computer
- General Construction/Maintenance Equipment

Other Duties as Assigned:

In this and any position with Portland Rescue Mission, it is impossible to predict the many requests and assignments that can and will be made on

an employee. Flexibility and a cooperate spirit are crucial characteristics of the person who holds this important position and for the successful operation of Portland Rescue Mission services.

Mission Statement:

We share the Word of God and demonstrate the love of Christ to transform the lives of homeless and addicted people.