



GRACE HOUSE
ministries, inc.
giving hope to girls in foster care

Title: Campus Facilities Manager

Reports to: Director of Campus Operations

Status: Part time, Salaried, 12-month (30 hours/week) - \$26,000/yearly

Schedule: 7:00 a.m. – 1:00 p.m. OR 12:00 p.m. – 6:00 p.m. Monday-Friday, with additional hours required for after hour/weekend events as needed and on-call bi-weekly

Position Summary:

The role of the Campus Facilities Manager should be able to identify and perform a wide range of repair work, trade skills, and maintenance work and lead contractors as needed for tasks that must be outsourced for the Grace House facilities which include 13 properties: 5 homes, Campus School, community garden, Storehouse, green space, former missionary house, future Lois G. Coleman Mission Center, 2 TLP homes. This position will assist with the maintenance, security, safety, and sustainability of the interior and exterior buildings ensuring Grace House is cohesive and in compliance with all DHR and state requirements. Facilities Manager will also assist with the set-up and breakdown for events. Candidate should be organized, have good time management skills, and a self-starter.

Primary Duties and Responsibilities:

Building Maintenance/ Repairs

- Conduct and document regular facilities inspections
- Ensure compliance with health and safety standards
- Allocate and manage facility space for maximum efficiency
- Plan and manage facility central services such as waste disposal and parking
- Check completed work by contractors and vendors
- Conduct and/or supervise maintenance and repair of facilities and equipment
- Repair paint or repair roofs, windows, doors, floors, woodwork, plaster, drywall, or other parts of building structures
- Assemble, install, or repair wiring, electrical or electronic components, pipe systems, plumbing, machinery, or other equipment and furniture
- Record type and cost of maintenance or repair work

Security

- Assure and manage security of the facility
- Respond to facility and equipment alarms and system failures
- Provide prompt response to requests and issues from staff and facility occupants
- Responsible for reporting unusual or extraordinary circumstances regarding the property or residents

Yard Maintenance

- Clean grounds and removes litter
- Maintain and mow lawns of eight properties using hand, power or riding mower and trim and edge around walks, flowerbeds, and walls
- Cut down tree limbs that are posing a danger
- Trim shrubs and pull weeds
- Assist/supervise “Green Team” work projects on campus

Vehicle Maintenance

- Ensure Grace House vehicles are maintained properly
- Take vehicles to dealers for service
- Conduct monthly inspections on vans and cars
- Coordinate with the Operations Director for any special requests

Physical Demands:

- Regularly required to stand; use hands to finger, handle, or feel; and reach with hands and arms.
- Frequently required to walk; climb or balance; stoop, kneel, crouch, or crawl.
- Be able to lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds or more.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Qualifications:

- Experience in Facilities Management, Facilities Engineering or related qualification such as project management, business management or construction management preferred
- Must be able to pass a security clearance by the Federal Bureau of Investigation, the Alabama Bureau of Investigation, the Child Abuse and Neglect registry, and a drug screening.
- 5 years experience in maintenance services preferred
- Must have a working knowledge of electrical and mechanical systems
- Experience in construction, maintenance, and all facets of facility operation
- Some travel to local areas
- Proof of Alabama driver’s license and car insurance (required)
- Ability to drive a 12 passenger van

Work Environment:

- A solid Christian faith and a teachable spirit
- Completes work in a timely manner
- Responsible for courteous, efficient responses at all times
- Be an example/role model to the girls
- Be a team-player and support co-workers
- Upholds the faith statement prescribed by the mission of Grace House Ministries and is able to model behavior in support of this mission
- Demonstrate professionalism in all aspects of job performance; very hospitable

Please send resumes to dlewis@grace-house.org Provide 3 references