

PURPOSE OF POSITION

To serve the church by overseeing and coordinating all maintenance and basic repairs at all Watered Gardens Ministry campus locations. This includes guiding and supporting maintenance staff and volunteers, planning, and executing preventative maintenance, and ensuring compliance with policy and procedure, as well as maintaining a safe environment.

RESPONSIBILITIES

- Lead weekly maintenance team meeting.
- Supervise maintenance staff and volunteer positions.
- Ensure all staff and volunteers adhere to the safety policies and procedures.
- Direct the installation, repair, and upkeep of the property, including machines, mechanical systems, buildings, and other structures.
- Participate in the development of an annual maintenance budget and ensure the maintenance department operates within budget.
- Participate in the development of annual goals.
- Ensure the maintenance team calendar is kept up to date.
- Lead quarterly volunteer meetings.
- Lead misc. project groups.

ORGANIZATIONAL RELATIONSHIPS

- The Director of Maintenance reports directly to the Director of Mission Operations and the Executive Director and works alongside the Outreach Center Director, Care Coordination Director, Forge Director, Social Enterprise Director, and Washington Family Hope Center Director. All maintenance staff and volunteers report to the Director of Maintenance.

JOB REQUIREMENTS

- Strong leadership with previous experience in leading a maintenance or construction team.
- Solid understanding of technical aspects of plumbing, carpentry, electrical systems, etc.
- Working knowledge of facilities machines and equipment.
- Ability to keep track of and report on activity.
- Strong organizational and communication skills.
- Proficiency in G-mail operation including Google calendar and Google Drive operations.
- Proficiency in Microsoft Office operation.
- Ability to lead groups in work projects.
- Ability to develop budgets and understand general financial statements.
- Ability to work with direct reports to develop annual goals.
- Critical thinking skills and ability to prioritize and make quick decisions.
- Self-motivated, organized and responsive.
- Timeliness/reliability.
- A servant's conduct.