

Position Title: Facilities Supervisor

Reports to: Director of Facilities

FLSA Classification: Hourly, Non-exempt.

Wheeler Mission Ministries is committed to giving hope that changes lives through transformational relationship with Jesus Christ. Wheeler Mission Ministries considers every position one of ministry and a vital and valued part of our team. Therefore, it is essential that all employees of Wheeler Mission ministries have a personal relationship with Jesus Christ and subscribe to our Mission, Vision, and Core Values. Employees are encouraged and expected to share the Gospel as opportunities arise.

Position Summary:

The Facilities Supervisor helps oversee and manage the day-to-day operations of WMM buildings, grounds and vehicles. Responsibilities include: handling building repairs (or retaining a contractor to do the work); overseeing housekeeping and janitorial services; managing WMM's fleet of vehicles; scheduling routine maintenance and keeping records of each vehicle's maintenance history; and supervising upkeep and lawn maintenance services. The Facilities Supervisor handles tasks as simple as changing light bulbs to more complex functions such as overseeing major building renovations and remodeling projects. The Facility Supervisor must be capable of managing a wide range of employment situations, effectively dealing with a diverse population of employees, volunteers, vendors, donors, and clients.

Must be able to lead, direct and encourage team members within the Facilities Department. Must be able to effectively direct and lead volunteer workers.

Qualifications:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

1. Possess a sincere love of Christ and maintain a Christian walk that is evident of that love. Individual must be willing to sign and adhere to the WMM Statement of Faith.
2. An aptitude for facilities maintenance.
3. Interpersonal Skills – maintains confidentiality, remains open to others' ideas and exhibits a willingness to try new things; prioritizes work activities, uses time efficiently and develops realistic action plans.
4. Adaptability – adapts well to changes in the work environment, manages competing demands and is able to deal effectively with emergencies, frequent change, delays or unexpected events. The ability to work effectively in a team environment with associates, volunteers, and clients; be equally effective working on individual projects requiring minimal direct supervision.
5. Oral Communications – speaks clearly and persuasively in positive or negative situations, demonstrates the ability to conduct team meetings.

6. Written Communication – must be able to read and interpret written information and communicate in writing with a minimum number of spelling or grammar errors.
7. Dependability – consistently at work and on time, willing to work holidays and overtime when required, follows instructions, responds to management direction and solicits feedback to improve personal performance.

Essential Requirements:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assists the Director of Facilities in the daily management and supervision of Facilities and Housekeeping services as directed or assigned.
2. Communicates with vendors and maintenance service providers concerning the routine maintenance of WMM equipment, facilities, property and vehicles.
3. Develops a systematic schedule for routine maintenance of WMM equipment, vehicles, and building systems, manages routine maintenance schedules to maximize the useful life of WMM property.
4. Assists the Director in maintain an accurate audit of all facility maintenance accounts and annual budgets. Assists the Director with preparation of documents and receipts for monthly audits of facility budget accounts. Assists the Director to evaluate and revise internal processes to reduce costs and increase efficiency.
5. Assists or conducts employee meetings and training designed to increase employee job knowledge and improve job performance.
6. Maintains and expands knowledge and understanding of existing and proposed federal, state, and local laws, ordinances, and regulations affecting facility maintenance and management, apply applicable building codes to WMM facilities and property.

Work Environment and Physical Demands:

While performing the duties of this job, the employee works in a wide variety of both indoor and outdoor environments, from extremely hot to extremely cold.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing this job the employee is required to talk and hear. This is largely an active physical role; a great deal of physical activity is required. This would require the ability to lift heavy objects, bend, crawl, kneel, and stand for extended periods of time. Maintain balance on a stool or step ladder and perform job related tasks. This position requires the ability to lift up to 50 pounds, without assistance. Physical stamina and endurance sufficient to climb 10 flights of stairs and perform physical work without rest. Must be willing and able to work in narrow crawl spaces and confined restricted space.

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 employee for this job. Duties responsibilities and activities may change at any time with or without notice at the discretion of the employer (WMM).

Required Education and Experience:

1. The position requires a high school diploma or state certified equivalent.
2. Demonstrated knowledge of best practices related to housekeeping services, facility and property maintenance.
3. A minimum of one-year experience working “hands-on” in a facility maintenance, housekeeping, or property maintenance position.
4. Must possess basic computer skills, including the ability to use Microsoft Word, Excel, and Outlook software.
5. Must possess a valid state issued driver’s license and have a driving record without major moving violations, including convictions for DUI, Reckless Driving, or Driving While Suspended. Must be insurable according to standards established by WMMs risk management insurance agency.

Preferred Education and Experience:

1. Three years of progressively responsible supervising facility maintenance or housekeeping employees.

Background Investigation and Drug Testing:

1. After a “conditional offer of employment” is made, the individual must pass a background investigation.
2. After a “conditional offer of employment” is made, the individual must pass a driver record investigation.
3. *Wheeler Mission Ministries has a mandatory drug testing policy for all new employees. The successful applicant must submit to and pass a drug and/or alcohol test. This drug and/or alcohol testing may occur any time after the applicant receives a conditional offer of employment. All employees must sign and adhere to WMM Drugs and Alcohol policy and remain free from addiction to drugs or alcohol.*

Supervisory Responsibilities:

This position has supervisory responsibilities for approximately ten department employees

Expected Hours of Work:

This is a full-time 40-hour per week position, generally with some flexibility working, 8 a.m. to 5 p.m. Evening, weekend, and holiday overtime work may be required as job duties demand. Must be willing to share on-call responsibilities with Director of Facilities.

Travel:

Travel is primarily local during the business day. Occasional travel to WMM facilities in Bloomington, Indiana may be required as job duties demand.

Wheeler Mission Ministries considers every position one of ministry and a vital and valued part of our team. Therefore, it is essential that all employees of Wheeler Mission Ministries have a personal relationship with Jesus Christ and subscribe to our Statement of Faith and Core Values. Additionally, employees must be willing to lead and/or participate in Bible study, prayer, devotions, and sharing the Gospel.

Disclaimer: Although WMM has attempted to accurately and thoroughly describe this position, WMM reserves the right to change the same, including to change, add to or subtract from the duties outlined, within the sole discretion of WMM, at any time, with or without advance notice. This position description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This position description is not an employment contract, implied or otherwise. The employment relationship remains “at-will.” The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with disabilities.

Signatures:

This job description has been reviewed by Human Resources.

_____ Date: _____

This job description has been reviewed and approved by the Executive Team.

_____ Date: _____

Effective Date: June 1, 2016