



ROLE DESCRIPTION

Role: Facilities Manager

DEPARTMENT: Administrative Services

REPORTS TO: Vice President of Administrative Services

CLASSIFICATION/ STATUS: Full-Time, Exempt

GENERAL STATEMENT OF DUTIES & RESPONSIBILITIES:

The Facilities Manager is responsible for the overall operation, maintenance and safety of all of City Gospel Missions' facilities and motor vehicles in the Greater Cincinnati area. This includes CGM offices and the residential spaces of program participants, including our dorm-style spaces and multi-family and single-family buildings. The Facilities Manager is also responsible for parking lots, landscaping, and any other future facilities along with all motor vehicles needed in support of the ministry.

The Facilities Manager will oversee and coordinate the volunteers, staff, and vendors who provide repair, maintenance and renovation work as needed. This key manager will work with decision-makers, establishing and maintaining, tracking, and reporting on facilities and vehicle expenses on a monthly basis. She/he will be responsible for inputting facilities data into the annual budget process. This person needs to be a self-starter who is able to make decisions and operate independently to manage the facility needs within guidelines of CGM and the local and state health and safety codes.

MAJOR POSITION RESPONSIBILITIES:

1. Conduct the work of oversight in a manner that is aligned with the ministry's core values of being: Godly, builders of meaningful Relationships, Compassionate and focused on Positive Transformation for Ourselves and Participants in our Programs.
2. Facilities Management Operations and Maintenance: (Applies to all CGM Facilities)
 - Ensure facilities are open daily and available to operate safely to meet the needs of CGM staff, participants, volunteers, partners, tenants, visitors, partners and associates.
 - Ensure all parking lots, landscaping, and buildings (interior/exterior) are properly maintained and appearance reflects the character of CGM.
 - Ensure facilities meet all local, state and federal safety and security requirements.
 - Plan and budget for all preventive maintenance, improvements and upgrades to existing facilities.

- Work effectively with CGM Cause Leaders, Administrative Services (HR, Accounting, IT, Receptionist) and decision-makers to ensure all facilities are maintained and managed to meet mission requirements.
 - Manage and oversee staff, volunteers, participants and vendors in facilities operations, maintenance and improvements.
 - Be available for emergency response as needed to support the effective operations of CGM facilities.
 - Provide “Security Access and Risk Management.” The FM manages and maintains appropriate security access with HR, IT and security vendors for all CGM facilities.
 - Fleet Management – Ensure records are kept, and that all planned and needed maintenance on all CGM vehicles is budgeted and completed appropriately. Ensure inspections, licenses, tags, insurance are kept up to date. Acquire, accept vehicle donations and dispose of vehicles as needed for CGM.
3. As key staff at CGM, be willing to assist with events, donations, fundraising, driving vans...etc. and other activities in support of the mission.
 4. Consult with Hope House Mission and other connected organizations on facilities management project, maintenance and related topics.

PERSONAL REQUIREMENTS:

1. Have the personal experience of receiving, by faith, Jesus Christ as Savior and Lord and be actively involved with a local church.
2. Have a passion for seeing men, women, and children come to know Jesus Christ as their personal Savior and Lord.
3. Have a personal fellowship with the Lord, which includes daily prayer and Bible study.
4. Agree with and sign the statement of faith and mission essentials of City Gospel Mission.
5. Have a personal conviction to serve people of all ethnicities with genuine care and equity.

PHYSICAL REQUIREMENTS:

1. Is able to move, function, drive and travel to CGM facilities locations as needed.
2. Able to lift up to 25 pounds and to complete small maintenance repairs on the facilities.

SKILLS AND EDUCATIONAL QUALIFICATIONS:

1. Significant hands-on experience (three-five years) in facilities management. Bachelor’s degree in a related field and/or in facilities management is preferred.
2. Current knowledge of effective facilities management and operations requirements including environmental health and safety requirements.
3. The ability to plan, build budgets, track and report expenses.

4. Has the ability to make decisions, work with others and work independently.
5. The ability to manage staff, volunteers and participants assisting in facilities management operations and projects.
6. Ability to effectively communicate and work with staff, decision makers, volunteers, participants, donors, partners, visitors and vendors.
7. The ability to do small hands-on facility repairs and support.
8. Has the ability to plan, oversee and manage facilities projects.
9. The ability to select, negotiate, contract with and manage CGM vendors.
10. Must pass a background and driver's check and drug screen.

Date Revised: 3/21/21

HR Contact – Kelly Wilson

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