



POSITION DESCRIPTION – FACILITIES MANAGER ASSISTANT

HOURS: Full-time, Hourly (hours may be split to meet needs), Non-Exempt

SALARY: Based on experience

REPORTS TO: Facilities Manager(s) and Business Coordinator

QUALIFICATIONS: In keeping with Timothy's vision of Transforming Lives through Christ in the Blue Springs region, this position will support the mission of Timothy as we Gather, Grow, Give, and Go at multiple sites. The Facilities Manager Assistant will understand that the image projected to the public is important. He/she must demonstrate openness and a desire to work as a partner in team ministry. The Facilities Manager Assistant will possess the following skills:

- Basic computer literacy (email, surveillance, security, HVAC)
- Positive accommodating communication skills, yet also realistic about common-sense solutions to problems
- Tactful association with co-workers, church members, and community members
- Basic knowledge of custodial machinery, processes, plumbing, and heating
- Knowledge of all areas of buildings and grounds regarding repairs, maintenance, and upkeep

RESPONSIBILITIES:

1. Administer custodial activity, preventive maintenance (including volunteer training), and emergency response in conjunction with Facilities Manager(s)
2. Coordinate with Facilities Manager(s) and outsourced vendors/workers at all facilities
3. Coordinate with staff to ensure proper set up and take down of furniture and equipment in all facilities
4. Assist Facilities Manager(s) with monitoring hardware functions of security systems
5. Establish and maintain a list of activities requiring custodial involvement
6. Provide emergency "on call" services, as possible
7. Assist Facilities Manager(s) with scheduling of outside contractors, as necessary
8. Complete other emerging maintenance needs of Timothy Lutheran Ministries, as needed
9. Assist eMist fogging at all facilities, as needed