

Job Title:	Maintenance Director	Employment Type:	Full Time
Department:	Operations	FLSA Classification:	Non-Exempt
Reports To:	Director of Operations	Compensation Type:	Hourly
Location:	Mulberry Office	Weekly Hours:	40 hours
Supervises:	Maintenance Staff & Volunteers		
Work Environment:	Office, Outside, Stairs, Kitchen, Warehouse, Confined Spaces, Hazardous Equipment, Chemicals, Varying temperature and weather, Store Front, Around Children, & Shelters		
Equipment Operated:	Computer, Phone, Lawnmower, Forklift, Bailer, Automobile, Box truck, Snowplow, Scissor Lift, Power Tools, Power Washer, & Drain Snake		
Physical Requirements:	<ul style="list-style-type: none"> • Must be able to lift a minimum of 50lb; • Walking varying distances; • Standing, bending & lifting for extended periods of time; • Varying temperature exposure 		

Position Summary:

Oversee all maintenance and upkeep of the KRM facilities, vehicles, and equipment, including shelters, offices store and warehouses. All these areas must be maintained to accommodate the ministries and operations.

Primary Duties and Responsibilities (includes but not limited to):

- Carrying out the mission and vision of the Kokomo Rescue Mission while doing daily tasks.
- Oversees the work of employees in supporting roles, including assigning workload and monitoring employee performance.
- Coordinates the work of other facilities maintenance technicians in completion of maintenance work orders; assists others with complex tasks.
- Develop and oversee the maintenance budget.
- Maintains inventory of parts and supplies for facilities repairs; orders materials as needed.
- Monitors, maintains, and performs standard repairs to building electrical, plumbing, heating, ventilation and cooling systems.
- Assists licensed plumbers, electricians and HVAC personnel as appropriate.
- Prepares job estimates, including time and materials costs.
- Performs quality inspections on work completed by other facilities maintenance technicians.
- Prepares and maintains records on all maintenance activities.
- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
- Performs miscellaneous job-related duties as assigned.
- Other duties as required.

Requirements:

Employment at Kokomo Rescue Mission:

- Must possess a personal faith in Jesus Christ and pursue growing that faith in community with other believers.
- Must believe and adhere to the Kokomo Rescue Mission Doctrinal Statement and qualification for employments outlined in the handbook.

Position:

- Must have knowledge of supplies, equipment, and/or services ordering and inventory control.
- Must be able to maintain records and have basic computer skills.
- Must have basic knowledge of facility services including:
 - Electrical
 - Plumbing
 - HVAC
 - Utility operations
 - Building maintenance
 - Carpentry
 - Finish work
- Must be able to use hand and power tools applicable to trade.
- Must be able to lead and train employees and volunteers, to include organizing, prioritizing, and scheduling work assignments.
- Must be able to repair and maintain appliances and heating and cooling equipment.
- Must be able to read, understand, follow, and enforce safety procedures.
- Must be able to foster a cooperative work environment.

Education or Skill Set:

- Completion of High School diploma or GED is required.
- 2 years of facility management is preferred.