

Director of Maintenance and Facilities

Looking for a one-of-a-kind opportunity? We are looking for a passionate, energetic and inspiring leader who wants to make an impact in people’s lives while overseeing all aspects of facility and grounds maintenance and management for Inspiration Ministries. The ideal candidate will be a “jack of all trades” and have broad experience, ideally with a mix of building and mechanical systems, plumbing, electrical, HVAC, carpentry, vehicle maintenance, etc. He/she will balance administrative and leadership duties with being a team player willing to roll up their sleeves to get work done. Project management experience is a plus as we embark on projects large and small to enhance the resident experience.

To learn more about the impact that IM is having in the lives of people with disabilities, watch Maddy’s story here: <https://vimeo.com/user124704206/review/938398361/fbf29709e3>

Intrigued about this opportunity? **Apply today!**

Why Work For Us?

- Excellent, competitive pay – Up to \$70,000 based on experience.
- Great benefits package
- Enjoy coming to work every day knowing you’ve made a difference in the lives of people with disabilities
- Be part of a mission, not just a job! Check us out online – www.inspirationministries.org

Benefits & Conditions:

- 60-day waiting period for enrollment
- Health plan reimbursement for marketplace coverage
- Dental and Vision Insurance
- Free Basic Life Insurance, Short Term Disability, Accidental Death and Dismemberment Insurance
- 401(k) Retirement Plan
- Referral Bonus

Major Responsibilities:

- Oversees and manages all aspects of maintenance operations within the organization; organizes, prioritizes, plans and directs preventive maintenance and repairs, and the scheduling of Maintenance Associates’ work;
- Performs and completes maintenance on building and mechanical systems, electrical, plumbing, HVAC systems, performs carpentry work throughout the facility, pool maintenance.
- Acts as the liaison and performs project management for all remodeling, renovation and construction; oversees major infrastructure repair and renovations projects by identifying and managing vendors/contractors, including bid process, contract compliance, and vendor/contractor performance.
- Develops and implements maintenance policies and procedures to ensure efficient and safe operations.
- Builds and maintains strong rapport, works collaboratively with other departments and managers.
- Works with various government agencies such as, building, health, fire, insurance, etc. to assure compliance with all federal, state and local regulations.
- Develops and oversees staffing, training, scheduling, budgeting and P&L responsibility for Maintenance Department, Housekeeping Services, and vehicle fleet maintenance.

Experience, Qualifications, and Requirements:

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| Years of Experience | Three (3)+ maintenance / facility management experience. |
| Education/Experience | High school diploma/GED; Background and experience with building and mechanical systems, plumbing, electrical, HVAC, carpentry, etc. |
| Certification | Pool and Well Certification(s). |