



Job Description

Department: Administration

Position: Facilities Manager

Reports to: Chief Operating Officer

Summary: The Facilities Manager is tasked with maintaining and securing all Lexington Rescue Mission facilities and vehicles. Areas of focus include overseeing routine repairs, maintaining the grounds and vehicle maintenance, code compliance, and subcontractor management.

Responsibilities:

Building and Maintenance

1. Manage facility maintenance for all properties owned by the Lexington Rescue Mission, including the Community Center, Potter's House, House of Hope, and Grace Place.
2. Track requests for work orders in Upkeep, find timely solutions for all maintenance issues, and communicate the resolution of these issues to the staff who requested the repairs.
3. Ensure that all areas leased by tenants are up to code and meet the standards agreed upon by LRM and tenants, including resolving requests for repairs or maintenance in a timely manner.
4. Plan and implement preventative maintenance to keep a safe work environment for all mission employees, volunteers and clients.
5. Manage service contracts with third-party workers, including negotiating bids, quotes, and contracts and ensuring the work is completed according to the agreed-upon standards.
6. Oversee maintenance of the grounds to ensure all properties are clean and safe.
7. Ensure properties and facilities comply with building codes, local government regulations, and Citygate Network accreditation standards.

Fleet Management

1. Oversee a fleet of 9 vehicles owned by the Lexington Rescue Mission.
2. Manage repair requests made in UpKeep, find timely solutions for all vehicle maintenance issues, and communicate the resolution of these issues to the staff who requested the repairs.
3. Manage ongoing vehicle maintenance and keep records of service visits in Upkeep.
4. Manage vehicle usage by Lexington Rescue Mission staff and volunteers who are approved to drive mission-owned vehicles.
5. Plan for adding and/or replacing vehicles to support mission operations.
6. Ensure vehicles comply with Citygate Network accreditation standards.

Administration

1. Manage and supervise volunteers who are helping with facility projects at one of the mission properties. Work with the Volunteer Coordinator to schedule and plan projects, prepare the supplies needed, and provide oversight and support to the volunteers during the project.
2. Manage staff and tenant access to the buildings, including keys, fobs, and security codes.

3. Ensure that all established building policies and procedures are followed by staff.
4. Assist management in preparing the annual operating budget and monitor the budget monthly to ensure spending for facilities and vehicles stays within budget.
5. Oversee and approve bills for facilities and vehicles in Ramp.
6. Prepare cost estimates for maintenance projects including any equipment rental costs.
7. Keep mission-owned assets up to date using the Upkeep software.
8. Assist the Chief Operating Officer with safety and emergency drills.
9. Attend all staff and 1:1 meetings, and staff development events.
10. Work flexible hours, including some nights and weekends.
11. All other tasks as assigned.

Qualifications:**Personal**

A mature and faithful Christian who is organized, pays close attention to detail, a strong team player, connects with people, able to manage multiple priorities, abides by and upholds LRM policies and procedures, and is passionate about the ministry of the Lexington Rescue Mission.

Education and Experience

A bachelor's degree and/or three to five years of facilities management experience preferred.

Knowledge

Understanding of facilities, safety, and asset maintenance process and systems.

Skills and Abilities

Excellent interpersonal communication; strong supervisory skills; ability to effectively execute projects within budget; administrative skills; and strong ability to follow-up. The Facilities manager will be required to wear protective and safety equipment as the situation requires. Driving for Mission business is required.