

Facilities Maintenance Manager - Mirror Ministries

About Mirror Ministries

Mirror Ministries' mission is to respond to domestic minor sex trafficking with the love of Christ through local education, intervention, restoration, and aftercare. Mirror Ministries works throughout Benton and Franklin counties to provide training, education, and awareness to local schools, agencies and businesses. Mirror Ministries' advocates do purposeful outreach to identify victims of trafficking hidden in our community, including a 24/7 sex-trafficking hotline. Mirror Ministries walks hand-in-hand with victims/survivors of sex trafficking showing them that there is hope and help. A team of advocates, counselors, and volunteers provide intensive case management through counseling, therapeutic services, mentors, and survivor support groups at the Mirror Ministries Outreach Center and Esther's Home. Mirror Ministries is a Christian organization, dedicated to serving people of all faiths and backgrounds.

Maintenance Technician- Job Summary

The Mirror Ministries' Facilities Maintenance Manager will be the primary responsible party for keeping our land, buildings and machinery running well for safety, efficiency, and beauty. The Facilities Maintenance Manager will train, schedule, and organize a team of volunteers, as well as Esther's Home staff and residents, to assist in the daily and long-term care needs of the property at Esther's Home. Care includes, but is not limited to, regularly inspecting different equipment and facilities and performing any basic repairs or preventative maintenance as required.

The Facilities Maintenance Manager walks hand-in-hand with residents at Esther's Home, showing them that there is hope and help. They will walk alongside the girls on their journey of healing through the care and keeping of the property. Mirror Ministries is a Christian organization dedicated to serving people of all faiths and backgrounds.

Responsibilities:

- Schedule regular daily care, seasonal, and yearly maintenance for the property (land, irrigation, buildings, and machinery, vehicles, and equipment)
- Manage inventory system for landscape, irrigation, and maintenance supplies
- Order necessary supplies through the accounting department
- Maintain notes and files in an orderly, up-to-date manner, assist in improving the efficiency of reporting, and maintain clear policies around property maintenance
- Willing to work alongside the residents to train them in property maintenance/ general life skills in cooperation with their case manager and Esther's Home Manager
- Work with the Volunteer Coordinator to manage a volunteer team to assist in maintaining the property
- Nurture cleaning/maintenance/landscape Team volunteers into a cohesive team
- Participate in weekly staff meetings, and MM training days as needed
- Manage common household & farm pests
- Manage common weed control, landscape, and property maintenance.

- Professional and courteous presentation and attitude with good communication skills.
- Strong organizational and follow-up skills with attention to detail.
- Resourceful, hard-working, applying common sense solutions to keep property/house looking sharp.
- Strong time management skills.
- Maintain notes and files in an orderly, up-to-date manner, assist in improving the efficiency of reporting, and maintain clear policies around property maintenance.
- Manage inventory system for landscape, irrigation, and maintenance supplies.
- Order necessary supplies through the accounting department
- Schedule regular daily care, seasonal, and yearly, maintenance for the property (land, buildings, and machinery, vehicles, and equipment)
- Perform routine maintenance around the building such as fixing structural damage, (window, door, or wall repair, paint the building when needed).
- Repairing broken or leaking plumbing to avoid water damage and restore full use of water fixtures.
- Maintaining the building's HVAC equipment in order to keep climate control in the facility functioning properly.
- Applying preventative measures to the building to reduce the risk of future problems.
- Fixing potential safety hazards to avoid injuries.
- Embrace and promote Mirror Ministries' vision and mission in the community

Qualifications:

- Professional, teachable, and humble servant leader
- Minimum 2 years experience in maintenance of property
- Experience using common tools such as hammers, hoists, saws, drills, wrenches, hand and power tools. (Precision measuring instruments, or electronic testing device)
- Experience with farm equipment use and maintenance
- Proven experience performing routine maintenance
- Ability to take apart machines, equipment or devices to remove and replace defective parts
- Ability to check blueprints, repair manuals, or parts catalogs as necessary
- Experience with precision measuring instruments or electronic testing devices
- Experience performing routine maintenance
- Strong organizational and follow-up skills
- Eye for detail
- Strong work ethic and time management skills
- Ability to demonstrate knowledge and implementation of trauma-informed care
- Experience and willingness to do teaching and training to individuals and groups for maintenance needs
- Ability to respond to crisis and/or escalated behavior with calm and confidence
- Detail-oriented, able to build forms, processes, and systems to create efficient systems
- Working knowledge of Google Drive or willing to learn
- Ability to organize, discern, and problem-solve creatively and under pressure
- Demonstrate initiative in researching and accessing relevant resources in the community

- Excellent interpersonal and professional skills, verbal and written communication skills
- Flexible and able to respond to leadership directives promptly
- Bilingual preferred
- Must have reliable transportation, and a clean driving record
- An active and vital relationship with Jesus and be a part of a supportive faith community outside of Mirror Ministries.
- Faithful and committed to the role in a consistent manner
- All employees of Mirror Ministries must agree with the attached statement of faith

Schedule: Varies, dependent on property needs (up to 20 hours/week).

Location: Based out of Mirror Ministries Esther's Home in rural Pasco, Washington

Job Type: Part-time (up to 20 hours per week)

Pay: \$20.00 - \$21.00 per hour

An Equal Opportunity Employer

In accordance with Washington state laws, Mirror Ministries does not discriminate because of race, creed, color, national origin, sex, honorably discharged veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal in serving victims and survivors of human trafficking. *As a Christian ministry we do uphold and require a signed Belief Statement for all our Board, Staff, and Volunteers.* Because of the grace we have been given, we extend that grace to any and all victims/survivors of human trafficking, regardless of their life circumstances and/or beliefs.

Statement of Faith

1. We believe the Bible to be the inspired, only infallible, authoritative Word of God. II Timothy 3:15-17
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. Matthew 28:19; Ephesians 4:4-6
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. John 1:1-4; Matthew 1:23; Philippians 2:5-11; Hebrews 1:1-4 and 4:15; Acts 1:11 & 2:22-24; I Corinthians 15:3-4
4. We believe that all have sinned and fall short of the glory of God, that for lost and sinful man the repentance of sin and faith in Jesus Christ results in Salvation, and that Jesus Christ is the only way of salvation. Romans 3:23; Titus 3:4-7; Luke 24:46-47; Ephesians 2:8-9; John 14:6; Acts 4:12
5. We believe in the present ministry of the Holy Spirit whose regeneration and indwelling enables the Christian to live a godly life and to perform good works. Titus 3:3-5; Galatians 5:16-18; Romans 8:9
6. We believe in the resurrection of both the saved and the lost; the saved unto the resurrection of eternal life and the lost unto the resurrection of damnation and eternal punishment. Revelation 20:11-15; I Corinthians 15:51-57
7. We believe in the spiritual unity of believers in our Lord Jesus Christ and that all true believers are members of His body, the Church. Ephesians 4:4; I Corinthians 12:12, 27

Mission and Vision Statements

Mission Statement: *To respond to domestic minor sex trafficking with the love of Christ through local education, intervention, restoration, and aftercare.*

Vision Statement: *Our vision is to see local victims of sex trafficking become survivors who have hope, healing, and restoration.*

I, _____, agree with and uphold the above beliefs in the Statement of Faith, Mission, and Vision, as a representative of Mirror Ministries.

(Signed)

(date)