



Overview of Open Door Ministries

Open Door Ministries exists to provide practical help and hope to people in urban Denver who are homeless or low income. Our primary objective is to move people toward self-sufficiency by helping change the circumstances and life patterns that have held them captive to poverty and addictions. Through 18 distinct programs, we focus on tangible needs like food, shelter, access to education and employment training, as well as intangible needs such as friendship, hope, and Christian spiritual guidance. To learn more about Open Door Ministries, please visit our website: odmdenver.org.

Title of Position	<i>Facilities Manager</i>
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Supervisor: Program Director

Hours: Full time; 40hrs/week

Annual Salary: \$56,196 - \$79,982

Compensation: Hourly; Opportunity to raise support; generous benefits package

Required Meeting Attendance:

- Monthly ODM staff meeting
- Regular meetings with Program Director
- Regular meetings with staff who directly report to you

Job Purpose

The purpose of this position is to oversee all the properties, maintenance duties at Open Door Ministries. The emphasis is to provide staffing in all mentioned areas and come along side staff to provide training and support. The goal is to connect with ODM Volunteer Coordinator to place skilled volunteers and churches into supporting our efforts whenever appropriate.

Duties and Responsibilities

- Work as a team with our Program Director to maintain our properties and coordinate any needs in the area of janitorial and/or maintenance.
- Directly oversee the following departments at Open Door Ministries.
 - o Properties
 - o Maintenance
 - o Fleet Vehicles
- Supervise the staff and/or volunteers who relate to the above departments.
- Strive to help each staff member and ministry under your supervision reach its full potential through ideas, program development, encouragement, and accountability.
- Facilitate in the hiring of new staff for the above ministries.
- Evaluate the staff in a general way throughout the year but specifically on an annual basis.

- Give monthly written reports to the Program Director including an overview of each department under your supervision and an overview of your activities for the month.
- Help Coordinate move-out cleaning and repairs prior to new tenant move-in
- Do a regular assessment of current and upcoming maintenance issues
- Be on-call to handle emergency maintenance or construction issues from time to time
- Keep the buildings in good condition, promote their uninterrupted functionality, and keep us prepared for the future within budget limits
- Respond to maintenance requests in a timely fashion
- Maintain equipment (e.g. vehicles, appliances, engines, etc.) and facilitate acquisition of new equipment and disposal of old equipment
- Manage/Maintain our 4 fleet vehicles routine and scheduled and emergency repairs.
- Organize and maintain maintenance team storage areas including basement storage area in 1530 Marion and storage area behind 1530 Marion, including tools and supplies, 1567 janitorial and maintenance areas, and 1135 shed and snow blower storage.
- Maintain files, including project records, product documentation, contractor/technician contact information, etc.
- Assist volunteer work teams (summer youth groups, college groups, adult groups, etc) and individual volunteers as needed
- Keep common-area exterior properties maintained including snow removal, leaves raked and trash removed.
- Interact with directors, staff and volunteers with respect

Qualifications

Must have basic knowledge and skill in a variety of construction, plumbing, electrical, and other common maintenance issues. Must be willing to learn new areas where knowledge or experience is lacking. Must be proficient in leading and working with volunteers including young people. Must be able to track expenses and receipts. Must be organized and orderly in work. Must have experience managing multiple properties. Must have a clean driving record.

Intangibles

- Lead in being a heartfelt team member of the Open Door Ministries staff
- Have a daily walk with Christ including church engagement/attendance
- Show respect for the leadership and members of ODF and WCI
- Cover those in your area of leadership with prayer

Work Environment and Physical Demands

- Work environment is both indoor and outdoor. Outdoor activities can be in extreme weather conditions such as rain, snow or high temperatures.
- Work environment involves indoor and outside activity
- This job involves sitting, standing, climbing, lifting and walking, must be able to move 75 pounds