

Ministry Description: Maintenance Manager

Requirements

Must have accepted Jesus Christ as your personal Lord and Savior and committed to serve Him faithfully
Must be in full agreement with and actively support the mission and vision of AICM
Must be in agreement with AICM Statement of Faith
Must be an active member of a local church body

Minimum Qualifications

High School diploma
Basic maintenance skills
Basic computer skills
Management / supervisory skills

Desired

Three years maintenance experience and/or management experience. Plumbing, electrical and vehicles repair knowledge is helpful. Ability to estimate construction and maintenance project costs. Hold a CDL license with a school bus endorsement (can get later once hired). Have worked with a ministry and is currently active in a Christian Church or Church of Christ congregation (or a theologically similar church).

Objective

To maintain the facilities at the American Indian Christian Mission, to work with Ministry Teams (assign work projects) and to help with outreach projects on the reservations (construction, repairs etc.).

Supervision

Responsible to and functions under the direction of the Operations/HR Director.

Evaluation

Will be evaluated on an annual basis.

Duties and Responsibilities

- Maintain campus facilities. Make all repairs as needed or call in professional help.
- Plan and supervise projects with visiting Ministry Teams. This includes coordinating with teams soon after they schedule a visit to find out what skills they have. Make sure all needed materials for their projects are on site before they arrive.
- Analyze campus for safety and security. This will include outdoor lighting, roadways and sidewalks. Will plan and conduct monthly safety meetings (required by insurance carrier). Make sure that students do not have easy access to tools and equipment.
- Maintain all safety equipment, including the alarm systems, and fire extinguishers.
- Will ensure compliance with all Department of Health, fire Marshall, DPS, ADEQ, ADOT and other regulatory organizations.
- Perform preventative maintenance schedule on a monthly basis. This includes structures, vehicles, and equipment.
- Make sure maintenance requests are done in a timely manner.
- Maintain and manage current inventory of tools and supplies.
- Maintain water system (includes regular inspections of water pump filter).
- Ensure that proper maintenance and repair is done on vehicles and vehicle logs are being maintained. Make sure that all vehicles have up to date registration and licenses.
- Supervise AICM maintenance personnel, perform annual performance appraisals.
- Order and maintain supplies.
- Drive one of the AICM buses if needed (when the usual driver is not available).
- Work on outreach projects on the reservation as need (construction, repairs etc.).
- Perform other duties and assignment as required or requested.