



JOB DESCRIPTION



INFORMATION

Job Title:	<i>Facilities Management</i>	EEOC Job Classification	Professional
		FLSA Classification	Non-exempt
Department:	Plant Operations	W/C Classification	9101 – Labor
Reports To:	Director	Compensation	\$75,000 - \$78,000

SUMMARY

Advance the mission and vision of TMUS by supervising the maintenance, care, and efficient operation of facilities.

ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Inspects and performs maintenance on University owned facilities.
- Oversee and ensure that any planned preventative maintenance programs are carried out effectively.
- Ensures assigned facilities are ready for regular business and special events.
- Ensure proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
- Document facilities maintenance requirements, maintain appropriate records of work performed as necessary.
- Provides recommendations for repair and upgrade to facilities.
- Collaborates with other appropriate management staff to prepare and implement budget.
- Performs other related duties as assigned.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Excellent written and verbal communication skills.
- Strong organizational and interpersonal skills.
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Exercise confidentiality, good judgment and discernment.
- Basic understanding of or ability to quickly learn the equipment and facilities to be maintained.
- Ability to maintain basic records and warranties.
- Ability to understand written directions in manuals and on manufacturer websites.
- Proficient with Microsoft Office Suite or related software as required to complete and maintain records.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent experience
- At least one year experience in facilities management in an educational institution preferred.
- Proficient in Microsoft Office Suite or similar software

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 50 pounds.
- Some travel with overnight stay expected.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.