



Job Posting: [Facilities Manager](#)

OVERVIEW:

The Facilities Manager is responsible for quality and excellence in all areas of the MTI facilities, equipment, and the grounds. Including building maintenance and repairs, building projects, maintaining the upkeep of the grounds, program set ups and tear downs.

RESPONSIBILITIES:

Facilities, equipment, and grounds:

- Ensures that basic facilities are well-maintained and conducts proactive maintenance.
- Oversee preventative maintenance and repair of all equipment.
- Oversees fleet vehicle maintenance.
- Provides and coordinates routine upkeep and improvements of the grounds including snow removal.
- Oversees contractors and service providers for maintenance that we can't do ourselves.
- Oversees any renovations, refurbishments, and building projects.
- Deals with emergencies as they arrive.

Manage financial and administrative functions in the area of facilities:

- Work with the Business and Finance Director to develop and maintain the departmental operating budget.
- Ensure good stewardship of MTI's resources, protecting equipment and property.
- Purchase equipment and supplies according to budget allocations as needed.

Serve as a member of the Hospitality Leadership Team:

- Participate in weekly meetings where we coordinate the services of the hospitality team.
- Assist food services manager and housekeeping manager as needed.

Support organizational safety:

- Provides and coordinates security support for the building.
- Enforce safety policies.
- Assist with development and revision of safety procedures.
- Document and report all incidents to COO.

General Responsibilities:

- Provides program set up and program tear downs as guided by Program Directors and COO.
- Provide excellent hospitality and customer service.
- Turn in credit card receipts by the end of each month.
- Works closely with all departments.
- Provide hospitality and customer service to those coming through the programs

CULTURE:

We are a vibrant community at MTI, having committed to each other the daily activities of our services would be guided by our core values of loving unified teams, integrity, a personal vitality in our relationship with God, and the pursuit of quality and excellence in all of our service.

INTERESTED APPLICANTS can send a cover letter and resume to Human Resources at HR@mti.org