



The Rescue Mission in Tacoma is a Christian, faith-based organization and legally similar to a church. Applicants will be considered consistent with laws related to religious institutions. Drug/Alcohol free workplace; EOE. Pay DOE

We are currently seeking a Full - Time Facilities Specialist. Please send application, cover letter and resume to Katie. For more information, visit our web site at www.trm.org

Rescue Mission Purpose, Vision and Value Statement

The Rescue Mission is a Christian non-profit organization that has been offering God's help, hope, and healing to the most impoverished members of our community since 1912. Our goal is to help everyone we work with become a fully contributing member of the community.

All Mission programs and services are based on Christian values and a commitment to quality. Clients are our primary focus, treated with dignity and compassion; relationships are built on love and truth; integrity is never compromised; service is measured for efficiency and effectiveness; and teamwork and trust are basic to our working relationships.

TRM is a Christian, faith-based organization and legally similar to a church. Employees will be hired and retained consistent with laws related to religious institutions.

Job purpose

Performs general labor, preventative and general maintenance on all Rescue Mission grounds and facilities, assisting with keeping the properties safe and in good repair. Assist with troubleshooting major/minor maintenance problems involving electrical, structural, plumbing, landscape and irrigation systems, and equipment repair or replacement.

Qualifications

- High School Diploma, technical school education preferred
- Experience in facility maintenance and construction required
- Understanding of electrical and plumbing systems
- Ability to operate with dexterity tools and machinery including but not limited to: hand saw, power, table and band saw, router, power drills, hand tools, chain saws, mower, edgers, power tools including plumbing and electrical tools
- Ability to work under close supervision, and independently as needed
- Ability to drive utility van/box truck
- Good computer skills-Outlook, Word-required, Excel-preferred
- Effective written, verbal and electronic communication skills
- Excellent listening skills and problem-solving skills

- Competent in math skills related to construction and maintenance fields
- Experience planning, prioritizing and scheduling maintenance projects
- Ability to exercise good judgment
- Good mechanical aptitude and a willingness to learn new skills
- Ability to positively interact with Rescue Mission staff, vendors, volunteers, clients and donors
- Ability to work as a member of a team inspiring trust and speaking truth
- Professional certifications: CPR/First Aid required and Forklift Certified preferred
- Job specific qualifications: Valid WDL, good driving record, proof of insurance, pass a driving test

Duties and responsibilities

Culture Work

- Establish professional, caring, strengths-based relationships built on truth, respect, encouragement and trust.
- Maintain a high level of integrity in modeling and promoting the Mission's core values and culture standards.
- Skillfully help to lead, develop, promote and sustain a spiritual climate within The Rescue Mission in keeping with our purpose, calling and culture

Team Work

- Work as a member of the facilities team to:
 - help establish department strategies, policies and priorities
 - advise Sr. Director of Facilities and Infrastructure in maintenance issues
 - help solve organizational challenges
 - proactively assist as necessary in the overall success of the Mission

Direct Work

- Perform building and grounds maintenance, inspections and repairs for properties owned and/or leased by the Rescue Mission.
- Proactively address facility maintenance and safety issues, ensuring proper documentation and reporting of issues.
- Assist with maintenance and repair of electrical and lighting systems, plumbing systems, fire alarm and fire prevention systems, lock systems and burglar alarm systems and irrigation systems as directed through the Work Request system.
- Paint interior and exterior of Rescue Mission facilities.
- Prepare vacated apartments for new tenant occupancy.
- Complete work requests in a timely manner. Document work completed.
- Submit receipts and documents to the Facilities Team Director.
- Oversee some facility maintenance/repair projects as assigned.
- Work with volunteers/program participants/interns as needed ensuring mutually beneficial volunteer/intern experience and quality of work.
- Perform other duties as requested by the Facilities Team Director.

Working conditions

Varied; travel required between locations; 24 hour on-call for maintenance emergencies; may be required to be outdoors in inclement weather and/or work irregular hours; interact with people from various backgrounds.

Physical requirements

See, speak, listen, walk, operate a vehicle, lift 50 lbs. above the waist; climb a 10' ladder, operate tools requiring certain dexterity

Direct reports

None
