



The Tacoma Rescue Mission is: A Christian faith-based nonprofit organization; Drug/Alcohol free workplace; EOE. Pay DOE.

We are currently seeking a Part- 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 exists to offer God's help, hope, and healing to the most impoverished members of our community. 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.

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 and equipment repair or replacement.

Qualifications

- High School Diploma, technical school education a plus
- Some experience in general maintenance preferred
- 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
- Demonstrated improvisational abilities
- Ability to drive vans
- Good computer skills
- Effective written, verbal and electronic communication skills
- Excellent listening skills and problem solving techniques
- Good math and grammar skills
- 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 and donors
- Ability to work as a member of a team inspiring trust and speaking truth
- Professional certifications: CPR/First Aid 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.

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/repairs for properties owned and/or leased by the Rescue Mission.
- Assist with maintenance and repair of electrical and lighting systems, minor plumbing, fire alarm and fire prevention systems, loc systems and burglar alarm systems as directed through the Work Request procedure.
- Paint interior and exterior of Rescue Mission facilities.
- Prepare vacated apartments for new tenant occupancy.
- Complete work orders in a timely manner. Document work completed.
- Submit receipts and documents to the Facilities Team Director for accounting/budget.
- Work with volunteers/NLP participants/interns as needed ensuring mutually beneficial volunteer/intern experience.
- 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
