



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 to fill our Full Time Facilities Team Director position. 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

Promotes the Mission's vision, values and strategies by providing operational support to all Rescue Mission programs through excellent buildings and grounds, well-maintained vehicles and GIK collection/distribution.

Qualifications

- Five years' experience in commercial building trades required
- Proficiency in reading blueprints and knowledge of building codes
- Proficient computer skills
- Excellent written, verbal and electronic communication skills
- Good math and grammar skills
- Excellent interpersonal skills and customer service skills
- Experience supervising employees required
- Demonstrated commitment to the value of cultural competency and knowledge of trauma-informed care
- Proficient in overall construction skills, including but not limited to carpentry, plumbing, electrical
- Ability to work as a member of a team, inspiring trust and speaking truth

- Job specific qualifications: Valid WDL, good driving record, proof of vehicle insurance, experience in Commercial Architectural Design (CAD) programs.

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 senior leadership team to:
 - help establish organizational strategies, policies and priorities
 - establish and manage budgets
 - advise the Sr. Director of Operations & Outcomes in all matters
 - help solve organizational challenges
 - proactively assist as necessary in the overall success of the Mission

Direct Work

- Oversee the operations of the Facilities/Maintenance Department, including training, managing, evaluating, and growing a highly effective team of experts and leaders to achieve department goals and Mission objectives.
- Ensure teamwork and cooperation between various Mission departments.
- Train and coach staff and volunteers/interns to ensure the delivery of excellent customer service, in alignment with Mission core values, trauma-informed care and cultural competency.
- Ensure that Mission facilities provide a safe, secure, dignifying, well-maintained space in which to achieve program objectives:
 - Manage work request system and work schedule of repairs and improvements
 - Conduct necessary preventative maintenance on all buildings and maintain preventative maintenance records on all buildings.
 - Supervise and coordinate all purchasing of materials needed to maintain all buildings and departments.
- Coordinate and supervise all new construction and remodel work when assigned by the Sr. Director of Operations & Outcomes.
- Oversee vehicle fleet maintenance
- Oversee and coordinate contractors and sub-contractors working on buildings and maintain records on work completed.
- Work with all municipal agencies and departments to maintain buildings and meet all city and county building codes.
- Schedule facility staff for funder site visits and inspections.
- Manage budgets for maintenance and transportation/vehicles.

- Work with TRM Administration in all matters pertaining to personnel and purchasing.
- Work with TRM Community Engagement Department in building partnerships, assisting with donation drives and tracking/receipting donations.
- Work with TRM program leadership to ensure cross-training of staff and to foster great teamwork.
- Attend all required Mission meetings and training events, and represent the Mission in meetings within the community.
- Perform other duties as assigned by the Sr. Director of Operations & Outcomes and/or as necessary to support TRM's mission.

Working conditions

Varied; some office work and some travel between locations required; may be required to be outdoors in inclement weather and/or work irregular hours to properly lead and supervise staff and work. Interact with a variety of people, including clients who may have high barriers, including but not limited to people suffering from mental illness and/or people who may be under the influence of drugs/alcohol.

Physical requirements

See, speak, listen, walk, operate a vehicle, able to lift 40 lbs. above the waist, able to climb a 10' ladder

Direct reports

Facilities Specialist and maintenance staff.