



## **FACILITIES TEAM MEMBER**

### **Job Description**

#### **Organization**

The Great Falls Rescue Mission (GFRM) is a Christian, non-profit organization that has been serving the homeless in North Central Montana through emergency services and long-term recovery programs since 1963. GFRM partners with a large number of volunteers and local churches to meet the spiritual needs of the people we serve. The Great Falls Rescue Mission provides a continuum of care specifically tailored to the needs of homeless families offering shelter, meals, intervention, substance abuse recovery, and life skills development.

#### **Summary**

The Facilities Crew Member assists with the general maintenance and up-keep of three shelters, grounds and vehicles. This is an hourly, full-time, non-exempt position, reporting to the GFRM Facilities Manager. Compensation is commensurate with skills and experience with the starting wage beginning at \$13 per hour. This position includes benefits.

#### **Duties & Responsibilities:**

- Daily functions of the maintenance department, including working with power tools.
- Carpentry, plumbing, locks, electrical and HVAC repairs and/or replacement for all facilities as assigned by the Facilities Manager – as skills permit.
- Performs general repairs and improvements to facilities. Determine materials, equipment and supplies to be used. Communicates needs as necessary to Facilities Manager.
- Ensures GFRM grounds are well-groomed and clean; removes all trash and makes weekly inspections. Includes lawn care and snow removal.
- Vehicle maintenance, equipment maintenance, painting, drywall, janitorial duties, carpet/tile cleaning, window screen repairs and addresses after hours emergencies.
- Inform and advise Facilities Manager of work plan and time schedule to resolve problems.
- Other duties related to maintenance and as assigned by Facilities Manager.

#### **Qualifications:**

- Mature Christian with a strong faith, ability to lead as a disciple of Christ and a member of a local church.
- Must have a personal relationship with Jesus Christ and a desire to serve the Lord in a shelter/recovery ministry.
- Must be able to adhere to GFRM's Statement of Faith and Mission Statement. Must have compatible theology with GFRM's core values.
- Participation in spiritual and professional development training as assigned by the GFRM Facilities Manager. Must attend weekly staff meetings and any mandatory training.
- Prefer some experience with facilities/maintenance/light construction.

- High School diploma or GED required.
- Valid Montana driver's license and insurable under GFRM's policy with an acceptable driving record.
- Occasional driving duties, as needed
- Other duties as assigned by GFRM Facilities Manager.

**Job Skills & Requirements:**

- Maintain three shelters as well as minor construction, snow removal and lawn care.
- Operate and maintain all equipment
- Manage tasks, meet time schedules/deadlines, and effectively multi-task.
- Maintain a flexible work schedule & the ability to work evenings and/or weekends.
- Work independently with limited supervision.
- Work with all levels of the organization in a cooperative manner.
- Be a team player, have good communication skills, and have strong listening skills.
- Teachable spirit and willingness to submit to leadership.
- Self-motivated, exhibiting responsibility, maturity, integrity, and dependability.
- Committed to team participation. Must be effective in working with staff, volunteers, residents and subcontractors within our facilities.
- Must be an initiator who can work under deadlines.

**Physical Demands**

- Must be able to lift up to 50 pounds and have full mobility to accomplish tasks/projects.
- This position requires extended times of work on your feet and limited time working at a desk or computer.

**Software & Equipment**

- Must have basic computer skills
- Must be familiar with Windows, Microsoft Word, and Excel
- Must be familiar with basic office equipment, such as computers, copiers, and printers

*These duties are not exclusive and with consideration of the job requirements and the employee's skills, this job description can be added to or taken away from at the discretion of the employee's immediate supervisor.*

Applications can be picked up and are accepted with your resume at:

**Great Falls Rescue Mission  
Administration Office  
408 2<sup>nd</sup> Avenue South, East Entrance  
Monday – Friday  
8:30 am – 5:00pm  
(406) 761-2653  
rob.rippee@gfrescuemission.org**