



Job Description:

Facilities Management

Summary: He/she will ensure that TCAR facilities, equipment, vehicles, and grounds are maintained in a safe, clean, and aesthetically pleasing manner. He/she will work to provide an environment that is conducive to quality care and treatment of clients.

Reporting Supervisor: Director of Facilities

Key Responsibilities:

- Maintenance of Facilities and
 - Maintain facilities, grounds, equipment, and vehicles of Teen Challenge Adventure Ranch and utilize maintenance schedules to ensure that everything is kept in the best possible condition.
 - Conduct repairs to facilities, equipment and vehicles as needed
 - Maintain a safe environment for staff and students in accordance with the HAACP and safety manuals, fire code, Teen Challenge guidelines and DHS requirements.
 - Inform the director of any maintenance issues that need to be addressed.
- Supervise maintenance and housekeeping staff
 - Assign jobs and/or responsibilities and oversee quality
 - Conduct annual review of employees under supervision
- Project Management



- Work with and help coordinate volunteer groups, vocational training teams, and contractors on work projects for campus maintenance and improvements
- Make sure that all projects are performed in a way that meets or exceeds local, county and state codes and TCAR requirements.
- Assure that all projects meet or exceed both DHS licensing standards, Teen Challenge accreditation standards, and TCAR guidelines.
- Encouraging and Supporting
 - Be a positive Christ-like representative of Teen Challenge Adventure Ranch
 - Provide spiritual leadership to residents while also continually encouraging residents toward personal growth.
 - Be a blessing and encouragement to volunteer groups working hard to make their volunteering a positive and spiritually uplifting experience
 - Represent Teen Challenge Adventure Ranch with Christ-like integrity to all contractors, officials and campus visitors
- Other: At time, staff members may be called upon to serve in areas not necessarily outlined in their formal job description

Qualifications:

- High School Diploma/GED equivalent
- Valid driver's license
- At least 21 years of age
- Good time management skills
- Ability to plan projects



- Ability to manage resources in a fiscally responsible manner
- Mature and Godly character

Salary Agreement:

- Starting Salary: TBA
- 75% of Continuing Education costs up to \$3,000 annually (Must be Job Specific)
- Group Health Insurance

Signature: _____ Date: _____