



POSITION TITLE **Facilities Manager**
Date: December 6, 2024
Reports to: Executive Director
Status: Full-time Position

Resumes may be sent to our Executive Director, Stuart Reese, at stuart@mustardseedms.org, or uploaded online after completing a Preliminary Job Application found on our website at mustardseedms.org.

SUMMARY

The Facilities Manager plays a key role in maintaining the property and transportation of The Mustard Seed through routine and preventative maintenance, as well as necessary repairs. Reporting directly to the Executive Director, this position requires a dependable, organized, and self-motivated individual who approaches their work with integrity, diligence, adaptability, and a proactive mindset.

JOB RESPONSIBILITIES

- Carry out routine maintenance of facilities and transportation.
- Recognize and execute preventative maintenance to facilities and transportation.
- Maintain a ticketing system to handle requests/issues.
- Oversee professional assistance for larger repairs or construction as needed.
- Work with volunteers and some Seedsters on various campus projects.
- On call in the event of a major facilities issue.

POSITION QUALIFICATIONS

- Minimum education: High School Diploma / GED
- At least 21 years old
- Must hold a Mississippi Driver's License
- Ability to be covered under The Mustard Seed's automobile insurance
- Excellent driving record
- Attention to safety
- Strong time-management skills
- Excellent communication skills
- Experience with individuals with Intellectual/Developmental Disabilities is preferred
- Dependable and self-motivated
- Energetic attitude with strong client-relation skills; enthusiasm for the mission of The Mustard Seed and willingness to fully contribute to a team-oriented, fast-paced organization

The Mustard Seed seeks to meet the spiritual, physical, emotional, and intellectual needs of adults with developmental disabilities by providing a loving and protected Christian community with meaningful activities that allow the participants to fulfill the potential that God has created within them.