



Job Description

TITLE: Assistant Facilities Manager
I REPORT TO: Facilities Manager
REPORTING TO ME: General Workers
CATEGORY: Administration/ Maintenance
LAST UPDATED: June 2020

Job Summary

The Assistant Facilities Manager will direct and perform skilled maintenance work in the installation, operation, repair, and maintenance of heating, ventilation and air conditioning (HVAC), plumbing, and basic electrical systems for MLFC. You are responsible for planning and scheduling daily and weekly maintenance activities for the general mechanics and assigned trades within the Maintenance Department. You will also assist in developing, implementing, and monitoring preventive maintenance programs for electrical systems, supervise the performance of emergency and routine maintenance on MLFC facilities and systems, and enforce Zambian regulations governing environmental protection, hazardous waste disposal and the use of chemical substances and materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist the Facilities Manager with ensuring that all facilities are structurally sound, mechanically operational, electrically efficient, and safe by planning and scheduling daily and weekly maintenance activities, and supervising general maintenance mechanics in the performance of emergency and routine maintenance on facilities and systems.
- Assure completion of assigned maintenance and repair tasks by monitoring work progress, inspecting work performance and providing corrections of any deficiencies as necessary, redirecting work efforts to meet critical and/or necessary work requirements, and recommending the use of additional departmental personnel or contract personnel (as appropriate) to meet assigned completion targets.
- Perform highly skilled maintenance work (as required) in the installation, operation, maintenance, modification, service and repair of electrical, heating, ventilation and air conditioning, plumbing and refrigeration control systems by inspecting and testing elements of those systems to locate and diagnose faults

and malfunctions, troubleshooting and/or performing required repairs, and providing an estimate of repair (and/or replacement) costs beyond the department's capability to perform.

- Provide technical assistance in the purchase of new or replacement maintenance equipment or systems by reviewing and preparing equipment specifications, and advising the Facilities Manager on equipment capability and compatibility, installation requirements and costs, and potential operations and maintenance expenses.
- Ensure that maintenance personnel have the equipment and supplies necessary to perform mechanical services by monitoring the use of supplies and materials, estimating future material usage, requisitioning those supplies and equipment, distributing supplies/materials and equipment as required, and advising the Facilities Manager regarding potential shortages, recommended replacement items, or related equipment needs.
- Assist the Facilities Manager with ensuring that contracts for maintenance services meet specified results and/or work orders thus minimizing future operational problems by observing (spot checking) the work performed and advising the Facilities Manager when contracted services fail to meet specifications or endanger MLFC property or lives.

Other duties

- Be loyal to the Senior Pastors and to the Ministry's vision, mission and values.
- Provide care, love and encouragement to volunteer leaders with whom you have dealings.
- Perform all other duties assigned by the Senior Pastors.
- Adhere to the MLFC Staff Statement of Ethics.

Education and Experience

- Diploma (Mechanical, Electrical or Civil Engineering).
- Minimum 5 years of job related experience in maintenance and supervisory management.
- Member of the Engineering Institution of Zambia.
- Good computer skills with the ability to use integrated management systems, word processing, presentation and spreadsheet applications.
- Initiative and good interpersonal skills. Proven ability to solve problems
- Current driver's license. Ability to drive a manual vehicle will be added advantage

Knowledge and skills

- Proven successful goal setting, follow-up, and achievement skills
- Ability to focus and specialize on specific tasks
- Result driven (reliability, cost)
- Accuracy and precision
- Good aptitude for organisation and communication
- Initiative and innovative

- Leadership capacity
- Leadership in managing project

Personal Attributes

- Competent Leader
- Compassionate
- Good Listener
- Visionary
- Self-Motivated
- Driven to do whatever it takes
- Honest
- Attention to detail