

## Job Description

**TITLE: Assistant Facilities Manager**

**I REPORT TO: Facilities Manager**

**REPORTING TO ME: Maintenance staff**

**CATEGORY: Operations**

**Last Updated August, 2024**

### Job Summary

The Assistant Facilities Manager works under the direction of the Facilities Manager to ensure timely and accurate maintenance of all assets and infrastructure of Miracle Life Family Church; to achieve a cost effective, efficient, and safe running and development of the church.

### Main Duties and Responsibilities

#### Buildings

- Ensure checks are done on a weekly basis for required maintenance according to a defined checklist, and notify the Facilities Managers of problem areas.
- Assist the Facilities Manager to conduct a monthly technical check of building infrastructure to ensure optimum functionality (such as equipment, doors, stairs, plumbing, electrical and solar installations, etc.) and ensure optimal safety standards for all the church members and staff at MLFC
- Assist in required maintenance on buildings and church infrastructure in a timely and accurate manner in line with defined and required quality levels and standards.

#### Cleaning

- Work with the Facilities Manager to ensure that all church facilities are kept clean and maintained at a high level of hygienic standards at all times.

#### Water Supply System

- Conduct regular checks of all functionalities of the water supply system
- Ensure regular cleaning of all tanks
- Conduct regular (bi-annual) checks of the water quality by a certified laboratory in Lusaka (e.g. UNZA)
- Conduct all required maintenance of all water supply components to ensure an uninterrupted water supply during normal church/office hours.

#### Power Supply System & Generator

Working under the direction of the Facilities Manager:

- Ensure that all power supply systems and installations are safe and done in a way that enhances long term availability of systems.



- Maintain and service the generator in cooperation with the supplier/service provider to ensure all time availability of the generator for MLFC.
- Monitor electricity usage to ensure it is cost effective for the church

### **Management of Working Tools and Systems**

- Monitor utilisation and custody of tools through the standard operating procedures
- Ensure the maintenance and correct use of all provided tools
- Maintain an inventory list of existing tools
- Take regular stock-take/check of availability of all tools provided

### **Facilities Maintenance**

- Support the ministry goals through the application of expertise primarily in the custodial care and maintenance of the grounds, and buildings.
- Oversee the upkeep, maintenance and repairs for all church facilities and grounds as delegated.
- Support the maintenance of the plumbing, electrical and mechanical systems including minor repair and coordination of volunteers or outside vendors for needed repairs and replacements. When necessary, contact applicable outside vendors to facilitate repairs, ensuring competitive and fair pricing.
- Retain maintenance records for weekly, monthly, and annual/seasonal maintenance checklists.
- Engage and utilize church volunteers to facilitate needed ongoing maintenance (i.e. scheduled workdays, small group serving opportunities, etc.)
- Ensure the facility and grounds are clean, attractive, uncluttered, and well maintained, inside and out.
- Ensure that grounds are maintained, performing basic functions such as cutting grass, care of flowerbeds, weeding, etc.
- Implement long and short-range plans for preventative maintenance and anticipated replacements and repairs and annual property budget.
- Ensure compliance and implementation of Building and Usage policy and ensure that ministry needs and priorities guide the ongoing scheduling of custodial staff. Develop and implement policies to ensure the safety of those using our facilities and overall security.

### **Events**

- Working under the direction of the Facilities Manager, collaborate with Events to ensure that infrastructure, room, furniture and equipment requirements for events are supplied.
- Coordinate the staff to fulfil the functions required by the Events teams. This includes the setting up of chairs and tables for specific events such as conferences, plays, etc.

### **Purchase of equipment, material and Maintenance**

- Assist in identifying and managing the purchase of equipment through the standard church procedures



- Assist in obtaining quotations and have them approved as per standard operating procedures within MLFC.

### **Safety**

- Assist in managing all required steps to rectify identified safety problems within the shortest possible time.
- Provide regular reports to the Facilities Manager of all safety concerns in the church

### **Other**

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

### **Education**

- Grade 12 with 5 credits including English and Mathematics
- Bachelor of Engineering (Mechanical, chemical, electrical or civil).
- Project Management qualification
- Thorough knowledge of MS Projects, Word, Excel, & Project Management Software such as Procore or Prolog

### **Qualities**

- Minimum 2 years experience in maintenance of equipment, infrastructure and buildings
- Good understanding of international maintenance standards (preventive maintenance, routine maintenance plans, etc.)
- Proven skills of working in a multicultural setup
- Absolute trustworthiness in all business (financial) areas and communication
- Valid driving licence Cat B
- Good verbal and written communication in English
- Strong interpersonal, negotiation and presentation skills
- Ability to develop client relationships, organization and planning skills is an added advantage
- Ability to handle multiple tasks and deadlines simultaneously
- Ability to take responsibility and handle pressure
- Flexibility in working long hours and occasional weekends during events

### **Personal Attributes**

- Strategic
- Empathetic
- Patient
- Self Starter
- Self-Motivated
- Attention to Detail
- Honest