

# JOB POSTING

The Florida United Methodist Children's Home, a  
Nonprofit organization,  
Is currently seeking applicants for the following position

## MYR Facilities Maintenance Manager

We are a faith-based organization, Empowering Children and Families to experience the transforming love of Christ through (w)holistic care.

### SUMMARY

The primary role of the Facilities Manager is to provide maintenance oversight to the buildings, grounds, vehicles, equipment, and other assets at the Madison Youth Ranch. The skills, abilities, and knowledge required by this position include a wide array related to construction and maintenance of buildings, grounds, and equipment. The incumbent is expected to support and maintain a safe and orderly physical environment for the Madison Youth Ranch programs. The Facilities Manager will provide safety training to staff and inspect vehicles, buildings, grounds and equipment. The Facilities Manager is on-call for emergencies involving the physical environment and general needs of the campus. Additionally, coordinating volunteer work groups is a significant responsibility of this position.

### EDUCATION

- Minimum of a high school diploma or GED.
- A minimum of 10 years of experience in related maintenance/facilities work.
- Three to five years demonstrated training and/or experience in the fields of Facilities, Construction, Mechanics, Engineering, and Safety.
- Vehicle inspection certification and Emergency Management training highly desirable.

### QUALIFICATIONS

- Functional OSHA experience preferable to ensure safety work environment and compliance to The Ranch's regulated compliance. Knowledge of work and maintenance required for the general upkeep of buildings, grounds, electrical, plumbing, and heating and air conditioning services.
- Ability to operate and coordinate repairs to fire alarm systems, telecommunication systems, network equipment, security cameras, and security access equipment such as gate/door card readers. Competent in Windows Office Software for reporting, tracking and correspondence.
- Knowledge of keys and locks set up is desirable.
- Suitable by character and personal habits to work around children who reside in the group care program.
- Must possess strong customer service skills.
- Must have strong organizational skills.
- Demonstrate the ability to work effectively with colleagues, co-workers and staff in general.
- Ability to communicate effectively both orally and in writing.
- Ability to effectively manage, coach, supervise and follow up on the performance of direct reports.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- In collaboration with the Madison Youth Ranch Administrator, determine the need for equipment and supplies necessary to perform assigned tasks, and for the effective operation of The Ranch.
- Completes or assigns Ranch maintenance duties in support of the program within required timeframes and approved budgets.
- Monitors direct reports and the quality of work performed to ensure quality and timely results.
- Oversee vendors and contractors as needed on site including the security of materials and equipment.
- Participates in the development of the Facilities Annual Business Plan and Quality Assurance/Risk Management activities.
- Maintains a safe work environment for self, co-workers, residents, and visitors.
- Maintains PM Worx inventory of maintenance key parts and equipment and a log of work orders.
- Processes and ensures the on-time completion of work orders and provide a Madison Youth Ranch Facilities Report to the Board, as requested.
- Routinely inspects safety equipment for compliance/readiness and for annual safety inspections.

If you are interested in the above position, please submit a resume via email to [jobs@fumch.org](mailto:jobs@fumch.org), or fax it to (386) 668-3363, Attn: Human Resources

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- Coordinates monthly fire drills as required.
- Maintains the horse stables and provides care for the horses, including feeding, health care and safety.
- Maintains an open line of communication with all staff.
- Ensures that MYR facilities and grounds are well maintained and in compliance with licensing and regulatory compliance.
- In conjunction with the Ranch Administrator, coordinate work projects on campus with communities of faith, volunteers, volunteer work groups and visitors.
- May be considered to be certified on the Equine Program and, therefore, assist Clinical Services with the Equine Therapy of The Ranch youth and children, as needed.
- Ensure compliance with regulated required training.
- Other related duties as they may be assigned.

## **SUPERVISORY RESPONSIBILITIES**

This job has direct supervisory responsibility for the general maintenance staff of the home, vendors, operations related independent contractors, and volunteers utilized at the Madison Youth Ranch.

The Florida United Methodist Children's Home does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, disability, veteran status, marital status, or any other status protected by law except where such protected category is a bona fide occupational qualification (BFOQ), to the extent that someone's needs can be addressed and cared for within the scope of program services with the financial resources of the agency. FUMCH makes services accessible and available for persons with communication challenges. Equal Opportunity Employer, Drug Free Workplace. All applicants must be able to pass a Federal background screen, drug screen, and driving screen.

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