



Building Manager

Supervisor: Darien

Strengths: Responsibility, Restorative, Communication, Self-motivated, Leader

Hours required per week: Approximately 12 hours per week at \$20 an hour. On call for building issues that arise.

Primary Duties and Responsibilities:

Assess buildings and grounds maintenance at CWLC facilities.

Meet with Darien to create Maintenance plan with estimated cost analysis, budget and priority.

Implement frequent system of communication from Program and Business Managers that would inform assessment of building needs.

Meet with **Darien & Integrator** to evaluate plan and make adjustments as needed.

Identify more extensive building needs.

Execute weekly maintenance plan for physical buildings and grounds.

Maintain all necessary equipment needed to execute maintenance plan.

Meet weekly with **MSH Director & Associate Director** to integrate **MSH residents** into the maintenance plan and projects.

Responsible for training and overseeing janitors.

Acquire needed supplies for maintenance.

Connect with each **tenant** quarterly to evaluate rental spaces for needed maintenance.

Be the contact person, including on call, for all **tenants, program managers and business managers** for building issues.

Communicate with receptionist to receive event and space rental needs.

Connect with **electricians, plumbers and contractors** as needed for emergencies beyond the normal operation.

Meet with **Darien & Integrator** to discuss more extensive building needs and projects to make them a part of future operating plans.



Requirements:

Active relationship with Jesus Christ and apt to disciple others

Have at least 5 years' experience in the building trades

Motivational and able to train others to understand and implement the maintenance plan

Mission & Vision Statement **CLEAR WATERS LIFE CENTER**

A faith-based community of people providing a place to impart hope and enrich the lives of individuals and families
"Building Lives, Growing Relationships, Imparting Hope"

"The Clear Waters Life Center is a hope-filled place that draws in, welcomes and values people. Through a real relationship with Jesus Christ and one another, individuals of all ages will find purpose and hope for the journey to a healthy fulfilling life while experiencing community."

- We exist to help people experience God
- We are a hope-filled place that draws in, welcomes and values people.
(*Culture of: Honor and respect, teamwork, relationships, encouragement, faith*)
- We provide services and experiences to impart hope and enrich the lives of individuals and families.
- We will differentiate ourselves by being very relational in a world of impersonal digital connections.