



Job title *Facilities Team Leader*

Reports to *Divisional Leader, Operations*

Job purpose

The purpose of this position is to develop and lead the Facilities Team for U.S Headquarters CLUB1040.

Duties and responsibilities

The primary job duties and responsibilities include, but are not limited to:

- Recruit and develop Specialist Volunteers to support CLUB1040 Facilities' requirements
- Develop and maintain preventative maintenance schedules for all CLUB1040 Facilities
- Respond and manage urgent / emergency systems repair replacement
- Assist in the preparation of regularly scheduled reports
- Prepare Purchase Request / Submit Expense reports in line with CLUB1040 Finance Team policy
- Provide general support to Operations Divisional Leader

Qualifications

The ideal candidate will understand and demonstrate a commitment toward the mission and vision of CLUB1040; have excellent written and verbal communication skills, superior organizational and task management skills, ability to work independently with minimal supervision, and a commitment to excellence.

Qualifications include:

- B.S. / B.A. Preferred.
- Understanding of General Maintenance and Construction
- Proficient in MS Office, File Maker Pro
- Experienced in project and multiple task management

Working conditions

Varies.

Physical requirements

Receiving deliveries – sometimes boxes of printed material weighing in excess of 25 lbs. Effecting repairs can require work in enclosed spaces, atop ladders, and exposure to elements.

Direct reports

Coordinate and direct the efforts of Specialist volunteers

Approved by: *Divisional Leader, Missions Outreach*

Date approved: *July 11, 2016*

Reviewed: *July 11, 2016*