

## Facilities and Logistics Manager Job Description

### Description/Purpose

The Facilities and Logistics Manager serves as a mid-level supervisor over a small team of staff and volunteers to maintain and repair facilities and vehicles, and store and move supplies on behalf of the Crisis Pregnancy Center of Tidewater (CPC). This individual will work with the Administrative and Ministry Operations Departments to oversee and manage the day-to-day maintenance and repairs for CPC's six facilities. His or her team will also manage CPC rented storage facilities, equipment, vehicles, and supplies to help fulfill CPC's mission to save lives, spare hearts, and spread the gospel of Jesus Christ in South Hampton Roads. This position reports to the Director of Administration.

### Responsibilities

The successful candidate will:

- Uphold CPC's policies and procedures
- Support the religious mission of CPC and encourage the spiritual growth of staff and clients
- Reinforce the humanity of the unborn child with patients, their guests, staff, and others
- Be able to share the gospel with patients and supporters and pray with them as appropriate
- Lead staff (or participate) in shared prayer and devotions as opportunities arise
- Contribute to overall team efforts by setting appropriate deadlines and ensuring effective communication
- Work with vendors, service providers, and/or volunteers as needed
- Oversee building and equipment maintenance
- Build, lead, and contribute to a small team of staff that:
  - Schedules preventive maintenance for equipment and internal systems (e.g. vehicles, HVAC systems, pest control, building alarms and security cameras)
  - Develops and maintains professional relationships with contractors, tenants, and landlords
  - Documents maintenance issues and keep organized records of contractor/inspector information
  - Researches job or equipment pricing, get quotes, and organize proposals for supervisor approval
  - Provides set up and break down support for special events
  - Maintains vehicles and trailers (e.g., inspections, oil changes, tires)
  - Coordinates the movement of material to all five clinics and satellite centers within the Hampton Roads area
  - Manages warehouse inventory
  - Coordinates and/or assists with pick up and drop off for printing jobs, bulk mail orders, and bank runs
  - Coordinates volunteer maintenance projects
- Monitor and administer building security systems
- Provide on-call technical responses to emergencies and alarms
- Perform other duties as assigned, dependent on organizational needs and employee skills

## **Qualifications**

### *Spiritual/Personal*

The successful candidate will:

- Have a personal, vital, and growing relationship with Jesus Christ and be able to share the gospel
- Be an active and committed part of a local, gospel-preaching church
- Be in complete agreement with CPC's Mission, Statement of Principle, and Statement of Faith
- Be dependable, stable, and capable of committing to this position's responsibilities and duties
- Express a desire to be a part of reaching at-risk patients considering abortion
- Believe in the sanctity of all human life from the moment of conception through natural death
- Exhibit strong interpersonal, spiritual, and administrative skills, take initiative, and be flexible
- Be self-motivated and well-ordered in their personal life
- Have a warm, gentle, and hospitable spirit for the family of CPC
- Embrace CPC's values and the behaviors that support those values

### *Professional*

The successful candidate will:

- Demonstrate basic handyman skills for small-scale facility repairs
- Be self-organized, efficient, and proactive
- Display a history of innovation and problem solving
- Demonstrate the ability to manage multiple projects, priorities, and deadlines simultaneously
- Be prompt in communication and biased toward immediate action
- Exhibit strong writing and oral communication skills
- Exhibit basic proficiency in Microsoft Word and Excel

### *Education/Experience*

The successful candidate will have:

- At least 2 years' work experience in a trade or warehouse operations
- At least an AA degree (or equivalent experience)
- A past history of establishing and maintaining effective relationships and partnerships with staff and vendors
- A past history of versatility and excellence in a fast-paced, changing, and challenging environment
- A history of innovation and problem solving
- Experience managing small teams (preferred)
- Completion of trade school or trade certification (preferred)
- Experience in warehouse management and/or equipment operation (preferred)
- Experience in managing volunteers (preferred)

## **Schedule**

The Facilities and Logistics Manager is a regular, full-time position. The position will work mainly from a warehouse, but is expected to be out among CPC clinic and center locations frequently. As such, the position is not conducive for remote working opportunities with the occasional exception for the employee's personal needs. The Facilities and Logistics Manager will be expected to be available during normal business hours Monday to Friday, with a fair amount of weekend work for repairs or events. Weekday compensation time will normally be offered before or after weekend work. Other schedule requirements that may be required of this position include:

- Event support on evenings and/or weekends (5-7 times annually).
- On-call responses to facility emergencies and equipment failures.

## **Compensation and Review**

Compensation consists of a competitive salary dependent on the qualifications and experience of the successful candidate. Benefits may include:

- Health insurance
- Dental insurance
- Various Aflac plans
- Paid time off (holiday, vacation, and sick leave)
- 403(b) Retirement Plan

On a semiannual basis, the Facilities and Logistics Manager may be given a formal performance review by the Director of Administration.

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