

## Redwood Gospel Mission Job Description

The Redwood Gospel Mission, in the grace and power of Jesus Christ, mobilizes our community to minister to the needy so that lives are transformed

<b>Job Title:</b>	Director of Operations
<b>Location:</b>	All Locations
<b>Ministry:</b>	Operations Ministries
<b>Time Commitment:</b>	Full Time-Exempt
<b>Supervisor:</b>	Executive Director
<b>Also works with:</b>	All Department heads
<b>Supervises:</b>	Three Facility Stewards at 3 locations Food Services Manager, Food Services Assistant Field Agent at 101 6th Street Facilities Maintenance Manager Purchaser & Fleet manager
<b>Qualifications:</b>	Good organizational, maintenance, supervisory and analytical skills; proactive. Knowledge of general contracting and project management. Team player & leader; ability to work with and direct staff including individual and group volunteers

### **Position Summary:**

Oversite of properties & facilities, all repairs and maintenance of RGM buildings and equipment including vehicle fleet. Oversight of all purchasing & procurement and any regulatory compliance.

### **Duties and Responsibilities:**

- \* Oversight of all ministry buildings, grounds & equipment; purchasing & procurement; fleet maintenance & related software; insurance & compliance related to operations; IT personnel & related computer hardware & software.
- \* Administrator of Facility Maintenance software
- \* Maintain inventory of all furniture, fixtures, appliances & equipment at all locations.
- \* Main contact for outside contractors & main contact for all physical plant needs.
- \* Together with staff, the Operations Director assures the smooth functioning of:
  - Repair, maintenance, purchasing & procurement for all RGM locations
  - Mobilization of the community for projects that serve the physical needs of RGM
  - Fleet maintenance needs, training & vetting drivers, vehicle registrations
  - Building inspections including fire, health or insurance
  - Safety & compliance according to City, State & OSHA requirements
  - Logistics relative to Events