**Job brief**

The Facilities Manager, under general supervision, is a hands-on role conducting garden, facility, and supply repairs and maintenance. The purpose of this role is to provide a well maintained, clean, and beautiful campus in a timely manner while ensuring campus facilities and equipment remain in good working condition. Working schedule varies day-to-day. This area of responsibility is meant for either one full-time or two part-time workers.

**Location**

Bethany’s property is made up of three buildings located at 12, 17, & 17A Fa Peng Rd. located in Cheung Chau.

**Responsible To**

Ministry Manager

**Responsibilities**

* **Gardens:**
	+ Cut grass, prune trees, plants, hedges, and plants using various landscaping materials.
	+ Conduct regular weeding and apply pesticides and herbicides to grounds and garden areas for the purpose of controlling weeds and pests on Bethany’s properties.
	+ Oversee Gardening Assistant’s duties and assist when needed: sweep grounds, water plants, aid in garden and other grounds keeping work.
* **Grounds keeping:**
	+ Maintain landscaped areas, equipment, sprinkler systems, exterior of buildings, drains, sewage systems, etc.
	+ Tend to gates and fences by power washing, painting, patching, and treating. Also, adjust outdoor lights according to the season.
	+ Maintain Bethany’s three properties for the purpose of ensuring they are presentable, in good working order as well as identifying repairs and/or replacement needs, and preventing erosion.
* **Building Maintenance:**
	+ Basic maintenance of building interior and exterior walls by washing, painting, patching, and treating to ensure they are presentable, clean, and void of mould, cracks, chipping, or water damage.
	+ Conduct basic home repairs throughout the homes to keep doors, fixtures, lights, smoke detectors, fans, etc. in good working order.
	+ Basic plumbing maintenance and minor repairs (helpful, but not required)
	+ Clean rooftops and drains on a frequent basis for the purpose of preventing flooding and removing hazards
* **Transportation/Freight:** Drive Bethany’s Village Vehicle safely and according to Cheung Chau’s written operating rules for the purpose of delivering supplies and guest luggage to and from Bethany. In-job training provided for this purpose. (helpful, but not required)
* **General Repairs:**
	+ Makes basic repairs on Bethany equipment and/or components as experience allows (e.g. fans, dehumidifiers, toilets, windows, doors, water heaters, AC units, irrigation systems), for the purpose of ensuring that campus is in proper working condition.
	+ Maintain tools and/or equipment for the purpose of ensuring the availability of equipment in safe operating condition (e.g. Village Vehicle, leaf blower, mower, etc.)
* **Weather & Safety Equipment:**
	+ Rain Storm and typhoon management for preventing flooding and removing hazards. Additionally, secure facility windows, sun umbrellas, seating, outdoor cushions and supplies to avoid damages and hazards. Assist other personnel as may be required for the purpose of supporting them in the completion of their work to prepare for rain storms and typhoons.
	+ Keep fire prevention and safety equipment current and checked on a regular basis. Take measures to prevent and rid property of pests, snakes, and rodents.
	+ Ultimately to aid in prevention of safety hazards and respond to emergency situations for the purpose of resolving immediate safety concerns.
* **Other**:
	+ Requests/Purchase equipment and supplies for the purpose of maintaining inventory and ensuring availability.
	+ Research specifications on equipment to ensure supplies are of good standards of quality and Bethany’s resources are utilized effectively.
	+ Aid Manager with communication and facilitating the use of local contractors and skilled maintenance workers.

The workload typically falls within the following capacities, but varies by season:

60% Gardens and Grounds keeping work

30% Repairs & Maintenance work

10% Weather & Safety work and other duties

Knowledge & Experience

* Basic understanding of home maintenance and repair work
* Required experience in equipment use of lawn mowers, weed whackers, sheers, shovels, trowels, and small saws for drilling, hammering, digging, patching, cement mixing and laying, and sawing.
* Semi-skilled in one or all areas for electrical, plumbing, carpentry, plastering, painting, and cement work. Welding experience is a plus.
* Valid driver’s license is a plus

Skills and Abilities

* Basic English speaking. Cantonese speaking ability is a definite advantage.
* Good interpersonal skills, culturally sensitive, and upholds confidentiality
* Values teamwork and collaborates well with others
* Good organization and problem solving skills as well as detail oriented
* A high level lifting of heavy/bulky objects requires the ability to lift at least 23 kilograms.
* Hard working with good physical health and stamina

**Terms and Conditions of Service:**

The post of Repairs and Maintenance Worker is a voluntary and non-salaried position offered to those candidates who are able to fund their own personal expenses. The ideal candidate is for a couple whose spouse simultaneously holds an active position at Bethany.

**Benefits:**

* 1-2 days off each week
* 17 public holidays plus 20 days annual leave
* Flexible schedule based on life events
* Modest on-site self-contained accommodation and utilities provided
* Meals and/or basic food supplies provided
* Phone stipend of HKD100 per month
* Accident insurance coverage
* Active on the job training and team support
* Birthday celebrations
* Bi-Annual Staff Outings
* Weekly devotional sessions

**Bethany is built on the ethos of a loving Christ-centred family. We consider everyone—Board Members, frontline staff, management team, guests, and even contracted workers as integral parts of one family. We foster a culture of humility and servant leadership that pursues God’s redemptive care for his creation. Will you prayerfully consider joining us?!**