



## Facilities Operations Intern

Vision: The Facilities Operations Intern supports the Facilities department in resource planning and construction management.

### General Responsibilities:

- Work under the direction of facilities team leadership
- Help develop and build out the operations guide, a reference resource for all building equipment and operations information, procedures, etc.
- Survey existing facilities equipment and building resources
- Gather and add equipment information to FMX (Facilities Management Express) and other relevant reference locations
- Research equipment lifespan, lifecycle costs, and replacement costs
- Organize reference information and procedures in a logical way
- Locate primary equipment on building plans
- Develop building review checklists and procedures
- Support construction management – review progress, check for alignment with plans, communicate with parties involved
- Coordination of work with impacted ministries/departments
- Other responsibilities as assigned by supervisor

### Desired Background:

- Interest in building systems and equipment
- Limited background in engineering, building systems, or construction management. Working toward a degree in a related field.
- Desire to learn hands-on about commercial buildings and construction
- Experience is desired, but interest and technical thinking are equally valuable
- A believer in Jesus Christ

### Job Requirements:

- Solid competence in Microsoft Word and Excel and other common applications
- Be self-motivated and able to carry out work independently
- Be organized and detail oriented

### Spiritual Gifts:

- Administration, Discernment, Helps, Leadership

### Accountability:

- The Facilities Operations Intern reports to the Director of Facilities.

### Time/Allocation:

- Part-Time Hourly approximately 20 hours per week

\*This Job Description is subject to change at management's discretion.