



Facilities Operations Intern

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

General Responsibilities:

- 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
- Working with Microsoft Word and Excel and other common applications

Spiritual Gifts: Administration, Leadership, Discernment, Craftsmanship

Experience: The ideal candidate would be a believer in Jesus Christ and possess interest in engineering, building systems, or construction management, potentially working toward a degree in one of these fields. Any experience in these areas is a plus, but not required. We desire someone who is organized and has good communication skills. The ideal candidate is a technical thinker and desires to learn hands-on about commercial buildings and construction.

Time/Allocation: Part-time position of 20 hours per week

Accountability: The Facilities Operations Intern reports to the Director of Facilities.

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