



## Director of Buildings and Grounds

### Mission Statement for Rainbow Acres

Rainbow Acres, a residential Christian community with heart, empowers persons with developmental disabilities to live to his/her fullest potential with dignity and purpose.

**Job Title:** Director of Buildings and Grounds

**Department:** Buildings and Grounds

**Reports to:** President/CEO

**Status:** Exempt, Full-time

**Date:** June 2025

**Summary:** The Director of Buildings and Grounds will plan, organize and supervise all functions of Rainbow Acres' facilities, including, the areas of safety, maintenance, grounds, custodial, operations, transportation, vehicle maintenance, energy conservation, sustainability, long-term facility planning, facilities services budget and oversight of major capital building and repair projects. This is a safety sensitive position.

### Minimum Professional Requirements:

- Associates Degree / Bachelor's Degree in related fields and facilities maintenance experience (5-7 years) involving the maintenance and repair of buildings, grounds, and fleet; as well as experience in supervising a staff of maintenance personnel. Alternatively, any equivalent combination of education and experience that would provide the above noted knowledge, skills and abilities.
- Related general construction experience.
- Working knowledge of heating/cooling, electrical, plumbing, alarm monitoring, phone/internet/ computer systems.
- Knowledge of the occupational hazards and safety precautions involved with the maintenance, repair and operation of buildings, grounds, and operating systems.
- Thirty-hour OSHA certification in construction and industry.
- Ability and willingness to attain working knowledge of Arizona Department of Environmental Quality (ADEQ) water standards and procedures. Operator certifications optional.
- Ability to prepare/drive alignment with the appropriate plans, to support the short/long term needs of the facility.
- Ability to meet all clearance requirements including: obtaining a level one fingerprint clearance card, passing a background check, passing a pre-employment physical and drug screen, TB test, reference check, verification that the individual is not on the AZ adult protective services registry, compliance with vaccination requirements.
- Evidence of strong Christian commitment is desirable. Evidence of strong ethical standards and moral character is essential along with sensitivity to the needs of the Ranchers.

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### Professional Responsibilities:

- Oversee the operation and maintenance of the water production facility, including meeting state requirements for operator certification, disinfection, and treatment.
- Primary responsibility for all matters regarding the maintenance and improvements to the buildings, grounds, and fleet needs for the 50 acre campus.
- Develop guidelines, standards, and procedures to ensure quality performance of all maintenance staff.
- Direct the buildings, grounds, and fleet staff, serving as primary supervisor.
- Participate in annual employee evaluations.

- Plan, organize and supervise the activities of maintenance staff; provide for the proper repair and maintenance of mechanical equipment systems, building structures, ground maintenance, and fleet repair.
- Ensures that preventative maintenance procedures are carried out on a scheduled basis and completes maintenance records for all equipment.
- Make and maintain scheduled inspections of all facilities to evaluate the quality of the maintenance programs – both inside and out.
- Develop and coordinate in-service technical training programs for maintenance staff and safety training programs for all staff.
- Supervise, develop and participate in fire drills and evacuation drills.
- Coordinate and oversee all inspections required by law.
- Supervise the safe operation and maintain records for the swimming pool.
- Maintain all buildings in compliance with the Americans with Disabilities Act (ADA),
- Maintain contracts for services in buildings: Risk management (Fire/Security), Pest management, Waste removal, HVAC, Water treatment, Lawn care, Custodial, Kitchen equipment/Appliance repair.
- Plan, in cooperation with the staff, needed building renovations and upgrades so that the facility will best serve the ministries of all.
- Oversee the remodeling and renovation of building structures.
- Administer the business affairs of the physical properties, including the development of the property budget, overseeing expenditures, and projecting capital purchases. Development of an overall Building-Grounds-Fleet plan. Development of a Fleet replacement plan. Coordinates feedback from staff, board committees, and the outside community, in response to the Building-Grounds-Fleet plan.
- Obtains cost estimates for supplies, parts and equipment repair; orders supplies and maintains inventory of parts.
- Provides input for the preparation of budget.
- Stay abreast on new products, equipment and systems that will provide greater efficiency and cost savings.
- Responsible for and maintains the internal phone system.
- Oversee the duties required to support the lock/key replacement needs of the campus.
- Relate plans and specification to actual field conditions.
- Assist in representing the ministry in dealing with architects, engineers, contractors, and governmental officials for all building, remodeling, and fleet projects. Represents the ministry with ADOT/NACOG for transportation needs.
- Oversee any new construction.
- Perform other duties as assigned as requested by the President/CEO.

**Physical Demands:** Work requires sufficient physical strength, agility, endurance, and dexterity and hand-eye-foot coordination to perform all essential duties. Work requires sitting for long periods of time, standing and walking, and kneeling, crawling, bending, climbing stairs and ladders. May be called after regular work hours to respond to emergency maintenance and repair needs. The employee must be able to navigate the Ranch moving from smooth surfaces to rocky or uneven terrain.

**Work Environment:** The work is performed both in the field and in an office. Work may expose employee to potential chemical hazards; potential biological hazards; and potential physical hazards. Work requires the use of safety clothing and equipment, and compliance with safety rules and procedures, as needed.

