



Take ACTION

Property and Maintenance Manager (1)

POSITIONS: Property and Maintenance In-charge

DEPARTMENT: Seconded to work with CGM

PLACE OF SERVICE Jabez Christian Center, Dasmariñas, Cavite, Philippines

DATE REVISED: September 2009

OBJECTIVE OF THE POSITION:

To ensure that Jabez Christian Center facilities, buildings and surroundings is well-maintained including Jabez Campsite, Jabez Christian School, and the Home of Joy orphanage.

RESPONSIBILITIES:

- 1. General maintenance for the following:**
 - 1.1. Water system and facilities
 - 1.2. Electrical system
 - 1.3. Perimeter fences
 - 1.4. Roads
 - 1.5. Unoccupied grounds
 - 1.6. Maintenance
 - 1.7. Operation of generator
 - 1.8. Building improvements and maintenance
 - 1.9. Trees and surroundings
 - 1.10. Vehicles and equipments
- 2. Assists in the discipleship program for campsite workers.**

QUALIFICATIONS

1. At least has two year Bible school education.
2. At least has some knowledge in vehicle repair, carpentry, plumbing, electrical, etc.

ACTION Philippines 2009-2010 Personnel Needs List
Updated September 2009