



Mennonite Disaster Service

Position Open

Position Title: Warehouse and Equipment Manager (WEM)
Job Status: Full-Time/exempt
Location : Columbus, MS
Revised: September 12, 2023
Salary: \$47,166 - \$58,633

Primary Responsibility

To manage the Mennonite Disaster Service (MDS) Columbus MS warehouse property, including buildings, contents and equipment stored on site.

Reporting Relationships

Reports to the Fleet and Logistics Manager (FLM)

Responsibilities

1. Manage warehouse property
 - Maintenance and upkeep of grounds and buildings on property's seven acres.
 - Manage and organize contents of the warehouse
 - Record and report on monthly expenses
2. Manage people
 - Manage Columbus based volunteers.
 - Host volunteers who pass through the warehouse
3. Manage property contents
 - Oversee maintenance and repairs of all vehicles, trailers, equipment, and tools
 - Ensure all vehicles, trailers, and equipment have the proper documentation.
 - Prepare vehicles, trailers, equipment, and tools for new projects.
 - Assist with the transportation of vehicles, trailers, equipment, and tools to/from MDS project sites as requested.
 - Assist with setting up or closing of project sites as requested (travel to project site may be needed)
 - Clean and organize tool trailers, equipment and supplies returning from projects.
4. Other
 - Member of the Field Operations team

Qualifications

- Knowledge of and passion for the MDS mission, vision and core values.
- Commitment to the Anabaptist faith and peace position
- Demonstrated commitment to the MDS lifestyle expectations and Anabaptist shared Convictions as outlined in the Employee Policy Handbook
- Three or more years of equipment maintenance or general construction experience
- High School GED or diploma required
- Driver's license required, CDL Class A preferred

Essential Skills

- Basic understanding of equipment and vehicle mechanics
- Ability to work independently and as a part of a team with remote supervision from the Fleet and Logistics Manager located in Lititz, PA
- Strong organizational and problem solving skills
- Interacts and communicates well with people with the ability to lead small teams of volunteers
- Experience hooking up and pulling trailers is helpful
- Demonstrated computer literacy with Microsoft Office Suite, including Excel and Word
- Ability to meet deadlines under pressure
- Ability to plan and follow a work plan while maintaining great flexibility
- Availability and willingness to travel approximately 10% time
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- Physical requirements: Work involves considerable physical exertion such as lifting heavy objects over 50 lbs. and working in heat and humidity
- Work environment: Involves moderate risks working around equipment and vehicles. May be required to wear protective equipment and clothing

Resumes may be sent to jobs@mds.org