

### Facilities Manager

**Position Summary:** The Facilities Manager is responsible for overseeing the day-to-day facilities operations of two building and property, ensuring they are safe, clean, and well-maintained. This role includes managing a team of two housekeeping staff, coordinating repairs, and handling routine maintenance, while ensuring compliance with all health, safety, and environmental regulations.

#### Qualifications:

Education: Associate degree in Business Administration, Operations Management or Facilities management is preferred.

Experience: Minimum of five (5) years' working experience in facilities management, maintenance, or related field is necessary.

Special Training/Skills: Strong verbal and written and organizational skills; computer proficiency; strong problem solving. Certified Facility Manager (CFM), OSHA Certification is a plus.

**Physical Demands:** While performing the duties of this position, the employee is frequently required to sit. Occasionally the individual will be required to stand or walk. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

#### Job Relationships:

Responsible to: Executive Director

Interrelationships: Works collaboratively with agency staff, vendors, contractors

#### Responsibilities:

##### 1. Facilities Management:

- Supervise and support the housekeeping staff in maintaining cleanliness, hygiene, and order within both buildings.
- Conduct periodic performance reviews and training to ensure high standards of cleanliness and facility upkeep.
- Schedule and oversee routine maintenance tasks, including HVAC, plumbing, and electrical and security systems.
- Schedule and oversee the routine grounds maintenance, including seasonal contracts.
- Ensure timely response and resolution to facility-related requests or issues reported by staff.

##### 2. Maintenance Coordination:

- Coordinate with external vendors for maintenance, repairs, or specialized services as needed.
- Perform minor repairs and maintenance within skill capacity and oversee larger repair projects.
- Maintain a schedule for regular inspection and preventive maintenance of building systems and equipment.

### 3. Health & Safety Compliance:

- Ensure that buildings comply with all local, state, and federal health and safety regulations.
- Conduct periodic health and safety inspections, identifying and addressing any potential hazards.
- Keep accurate records of maintenance, safety checks, fire drills and repairs.

### 4. Inventory and Supplies Management:

- Oversee inventory of maintenance supplies, tools, and equipment, ensuring necessary stock levels.
- Manage purchasing of supplies for housekeeping and facility needs, adhering to budget constraints.

### 5. Vendor and Contract Management:

- Manage contracts with service providers, including janitorial services, waste disposal, landscaping/snow removal, and security, ensuring quality service and cost-effectiveness.
- Develop and maintain relationships with vendors and service providers for efficient operations.

### Qualifications:

- Proven experience in facilities management, maintenance, or a related field.
- Strong knowledge of building systems and maintenance requirements (HVAC, plumbing, electrical).
- Experience managing a team and coordinating with external vendors.
- Excellent organizational and time-management skills.
- Ability to perform physical tasks as needed, such as lifting, moving, and light repairs.
- Basic computer skills for inventory management and record-keeping.
- Performs duties in accordance with Handi-Crafters Opportunity Center's values, policies, and procedures.
- Other duties as assigned to support the organization.