



**POSITION TITLE:** Facilities Coordinator

**SALARY LEVEL:** \$21-\$24/hour to start DOE

**FLSA STATUS:** Non-exempt

**REPORTS TO:** Executive Director

**HOURS:** This is a part time position with some flexible hours. This position starts at 20 hours a week but may increase in the future. A significant portion of set hours need to take place during normal business hours (Monday through Friday 8:30a-4:30p). Some weekends and evenings may be required including on call availability for emergency situations.

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## **SUMMARY**

Responsible for maintaining Vanessa Behan in good repair. This includes installation, repairs and preventative maintenance on a variety of building and facility equipment fixtures and systems. Ensure compliance with city and state requirements to include licensing requirements. Consistent maintenance of appropriate records and procedures is required.

## **PRINCIPAL ACCOUNTABILITIES**

- Overall maintenance, monitoring and repair of the facility. This includes all mechanical systems, generator, appliances and other items as identified.
- Create and maintain process and procedural manuals and records.
- Conduct or coordinate all repairs and maintain necessary records.
- Conduct and/or coordinate weekly, monthly, quarterly and annual inspections on all required systems. Maintain and submit all records related to such inspections.
- Conduct and/or coordinate monthly fire and security drills for all shifts, maintaining appropriate documentation for state licensing.
- Participate in annual budgeting process for household and maintenance expenses. Track expenses towards budget and seek approval for out of budget expenses. Work to keep expenses low by procuring donated services in conjunction with the Development Team.
- Solicit and manage snow removal and lawn care services. Ensure building perimeter is free of snow, ice and debris at all times through the creation of policies and procedures.
- Coordinate with other staff and departments for procurement and ordering of facility related items.
- In conjunction with the Development Team, maintain contact and a good working relationship with donors of services and items related to facilities management.
- Oversee and manage relationship with janitorial service company, including oversight of supply orders.
- In conjunction with the Kitchen Manager, ensure all equipment is properly maintained, serviced and used.
- Work with the Volunteer Director to coordinate group projects, support the supervision and management of volunteers and volunteer groups, and track volunteer hours and projects.
- Work with facility specific volunteers on projects suited to their ability in an effort to manage Facility Coordinator hours and Vanessa Behan budget.



**PRINCIPAL ACCOUNTABILITIES cont.**

- Keep the Executive Director and other appropriate staff advised on all building issues as appropriate.
- Work closely with Program Director and Executive Director on development of program related policy.
- Other duties as assigned.

**PHYSICAL REQUIREMENTS:**

These requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential functions.

- Regularly standing, lifting, walking, sitting, listening, talking, and using hands and fingers, while occasionally climbing or balancing, stooping, kneeling, crouching, crawling, and reaching with hands and arms.
- Ability to lift up to 30 pounds minimum.
- Specific vision requirements include close vision and the ability to adjust focus.

**WORKING CONDITIONS:**

Work is generally performed in an office environment with a quiet to moderate noise level. When attending to needs within the facility, noise level may be moderate to high, and attending special events employee may be exposed to a variety of outdoor weather environments and noise levels. Occasional travel is required. Work is performed in an environment where there is exposure to children ages birth to age 12 and clients of varying socio-economic and health conditions.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES:**

- Skilled in organizing, prioritizing and scheduling work assignments.
- Possess ability to train and supervise volunteers and contractors.
- Knowledge of regulatory requirements.
- Understanding of building maintenance and equipment.

**MINIMUM REQUIREMENTS**

- Prefer technical degree or certification. Must possess a minimum of 3 years of facility maintenance experience.