

Job Description

FACILITY MANAGER

JOB SUMMARY

The Facility Manager is a key member of the Willow Domestic Violence Center Team and is responsible for planning, implementing and overseeing ongoing facilities management for our administrative and emergency shelter locations. The ideal candidate will have a working knowledge of the maintenance and upkeep of a facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

FACILITY & TEAM MANAGEMENT

- Develop and implement a facility management program to include preventative maintenance and life-cycle requirements.
- Create and maintain operating manuals for all systems and equipment and document all purchases and repairs.
- Oversee building security systems including camera system, access controls and key fob distribution.
- Monitor utilities usage and report on building expenses.
- Oversee waste disposal and recycling programs.
- Serve as point of contact with residents for facility related issues and concerns.
- Serve as after-hours point of contact for facility and system emergencies.
- Coordinate and assist with intra office moves.
- Serve as point of contact with landlords, vendors and inspectors.
- Conduct in-house safety inspections to include fire extinguishers, lights, etc. and schedule inspections required by regulatory bodies.
- Work with Director of Facility Operations and VP of Finance & Administration to create and manage facility budget.
- Supervise Facilities staff.
- Resource for Kitchen Manager and Supply Specialist to receive and stock food and supply items

CLEANING & MAINTENANCE

- Complete facility repairs when possible.
- Plan and schedule facility modifications, renovations and repairs to include obtaining bids on equipment, labor and other related costs. Secure approval from Chief Financial Officer when contractors/vendors are required.
- Oversee the work of all contractors and vendors.
- Ensure that the buildings, systems and grounds of all Willow facilities are maintained and in good working order at all times
- Maintain shelter safety, identify maintenance and safety issues and take appropriate action to resolve problem in consultation with Chief Operating Officer (COO) and Direction of Facility Operations.
- Ensure agency vehicle maintenance and fuel.
- Perform routine maintenance activities and repairs.

COMPLIANCE

- Develop and maintain facility operations checklist and ensure completion of all activities on that list in a timely manner.
- Ensure compliance with health/safety standards as required by the NYS Office of Children and Family Services (NYSIFCS), the Office of Safety and Health Administration (OSHA) and other regulatory bodies.

IN-KIND DONATIONS

- Unload and transfer donations and other items between Willow facilities.

OTHER DUTIES AS ASSIGNED

- Attend and participate in agency trainings and staff meetings as required.
 - Maintain confidentiality and complete all job functions ethically and in a culturally competent manner.
 - Any other duties as may be assigned.
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REQUIRED QUALIFICATIONS

- ✓ Associates degree or an equivalent combination of experience.
- ✓ 1-3 years of supervisory/leadership experience
- ✓ 5-7 years of experience in facilities management.
- ✓ Vendor management experience
- ✓ Warranty management experience
- ✓ Proficient in the use of Microsoft Outlook, Excel and Word.
- ✓ Excellent organizational, interpersonal, verbal and written communication skills
- ✓ Must be able to sit, stand, bend reach, and lift up to 50 pounds
- ✓ Adaptable and flexible.
- ✓ New York State Driver's License complying with agency standards

ADDITIONAL INFORMATION

- ✓ Department: Operation
- ✓ Location: Shill Family Building
- ✓ Reports to: Director of Facility Operations
- ✓ Hours/Status: Full-time/Exempt
- ✓ Pay Range: \$62,353.20 annually

APPLY ON INDEED

<https://www.indeed.com/job/facility-manager-5702ca6092ba2f22>

We offer a generous benefits package including paid time off, and a 401k retirement plan.

Willow Domestic Violence Center is an Equal Opportunity Employer

Willow Domestic Violence Center is committed to equal opportunity for all, without regard to race, religion, color, national origin, citizenship, sex, sexual orientation, gender identity, age, veteran status, disability, genetic information, or any other protected characteristic. Willow Domestic Violence Center will make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodation would impose an undue hardship on the operation of our business.