



Facilities Manager

Full-time, Salaried

Preferred hours 8:00 am – 4:00 pm, Monday – Friday, but can be flexible

Position Summary:

The Facilities Manager is responsible for managing all CMC properties by performing and scheduling routine interior and exterior maintenance and repairs, managing custodial duties, project planning, budgeting, and troubleshooting issues. This position will support the overall mission of the Catherine McAuley Center by providing a safe, secure, healthy, functional, welcoming, and well maintained environment for all who come through our doors. The ideal candidate will have 3 years of experience in the following areas: property management and maintenance, lawncare, painting, and minor electrical and plumbing projects. This position does not include an option to work from home.

Accountability:

The Facilities Manager reports to the Director of Facilities & Technology.

Qualifications:

Required

- High school diploma or equivalent
- Three years of experience in facilities and staff management
- Skilled in general maintenance and custodial duties
- Skilled in operating small power tools safely
- Ability to work with minimal supervision, take initiative, and manage multiple projects with changing priorities
- Strong interpersonal skills and ability to work effectively with others as part of a team
- Ability to develop rapport with people of all ages, backgrounds, and economic resources, and treat others in a friendly, courteous and appreciative manner
- Flexibility and ability to handle stress in new or undefined situations
- Ability to maintain confidentiality concerning volunteers, clients, students, children, and staff or agency business
- Strong decision-making and organizational skills with ability to prioritize projects and tasks
- Must be self-motivated with the ability to work with minimal supervision, take initiative, and manage multiple projects with changing priorities
- Behave as a professional representative of CMC and communicate the mission and activities
- Sensitivity to issues related to literacy, immigrants, refugees, women, poverty, and mental illness
- Commitment to the CMC mission and the values of the Sisters of Mercy

Not required, but preferred

- Licensed/certified to work with electrical and plumbing
- Knowledgeable about general vehicle maintenance

Responsibilities:

- Track repairs as requested by staff members; communicate status as needed and when complete
- Perform and record scheduled maintenance (replace furnace and air handler filters, test and replace batteries in smoke detectors, vacuum vents and coils, clean condensers, lubricate air handler, etc.)
- Coordinate services and regular inspections with vendors to ensure proper functioning of HVAC, mechanical, electrical, plumbing systems; validate billing corresponding to completed service
- With support from the Volunteer Manager, engage volunteers for various facilities projects
- Supervise custodian and custodial duties providing backup support as needed
- Prepare and monitor annual budget for CMC facilities

- Work with Director of Facilities & Technology to ensure repairs and cost are adequately addressed
- Provide lawn care and landscaping maintenance for all CMC owned properties (mowing, watering, landscaping, tree and bush trimming, fertilizer and weed prevention applications)
- Provide snow and ice removal for all CMC owned properties within 24 hours of snowfall with the exception of parking lots which are contracted
- Demonstrate proper care of and use of all tools and equipment in facilities
- Ensure equipment is maintained and repaired - Snow blowers, lawn care equipment, and other small office and household appliances
- Perform general carpentry tasks - Minor patch work, sanding, painting, trim work, repairs, dry wall
- Ensure electrical and plumbing are working properly
- Assist with moving of furniture and large donations
- Maintain clean exteriors of all CMC owned properties, including trash removal and sweeping walkways
- Maintain clean and organized areas where maintenance equipment and materials are stored
- Troubleshoot, assess, and recommend project needs; obtain project estimates per CMC standards
- Follow agency safety policies and procedures and comply with OSHA standards
- Respond to emergency facility issues when they arise
- Demonstrate a willingness to perform other related duties as assigned

Terms of Employment:

- Provide references for similar work
- Flexible in terms of availability
- Have reliable transportation, proper insurance, and pass a Motor Vehicle Record (MVR) check
- Due to the nature of the services CMC provides, a background check is required and a confidentiality contract signed

General Agency Duties

- Present a positive image of the Center and its programs
- Provide direction, guidance and support to volunteers and interns as relevant to role, foster relationships with, and show appreciation for volunteers with whom you are in direct contact
- Assist with CMC fundraising efforts and events as needed
- Maintain clean and organized facilities including the storage and archives
- Assist with the shared staff responsibilities for security of the clients/volunteers and building

Physical Work Requirements

- While performing the duties of the job, the employee is regularly required to talk and hear
- The physical activities of this position involve balancing, climbing, crawling, crouching, fingering, grasping, kneeling, lifting, pulling, pushing, reaching, repetitive motion, standing, and stooping
- Heavy lifting is required of this position to carry or lift weight in the range of 75-100 pounds or more with assistance
- Ability to climb tall ladders and perform duties from them as needed
- Must be able to withstand inside and outside environmental conditions of extreme heat and cold and other weather conditions
- The physical demand described here are representative of those that must be met by an employee to successfully perform the essential function of this job

I have read the job description and understand the responsibilities I am assuming in accepting this position.

Name

Date