

Facilities Manager

REPORTS TO: Executive Director

SUPERVISES: Facilities Technicians, Janitorial Technicians and Construction Enclave DSP's

STATUS: Non-Exempt

JOB OBJECTIVES: Responsible for the care, maintenance and repair of all buildings, grounds and equipment belonging to JRDS. Project coordination between Contractors and Administration. General Contractor for the JRDS remodeling projects.

ESSENTIAL JOB FUNCTIONS:

- Oversee and ensure the physical maintenance and operations of buildings, facilities, vehicles and building systems;
- Ensure the maintenance of all common grounds and meet expectations including, but not limited to: mowing, weeding, spraying, snow removal and general cleanup of open areas, fences, parking areas, signs and pest control; for example, at the JC Center, RC Center, group homes, waiver homes, buildings, grounds, driveways, parking areas and equipment;
- Develop, implement and monitor preventative maintenance plans for all locations;
- Develop, implement and adhere to budgetary guidelines;
- Supervise maintenance and janitorial personnel including personnel selection, training, supervision and evaluation;
- Act as a consultant with the JRDS safety committee as needed to maintain safe environment;
- Maintain JRDS Hazard Communications (SDS) Program in compliance with OSHA regulations
- Ensure all phases of mechanical repairs comply with building codes and state regulations;
- Oversee JRDS vehicle fleet maintenance, inspections and vehicle repairs;
- Ensure facility compliance with regulatory requirements as assigned; --
- Oversee and ensure the maintenance and function of emergency equipment, such as generators, kerosene heaters and emergency lights following OSHA/CARF/DOL regulations;
- Develop operational plans for facility projects, such as repair, renovation and/or construction, HVAC, maintenance and appliance installation;
- Consult with administration on improving our properties energy efficiency;
- Obtain and secure bids as General Contractor for major projects and prepare them for submission to supervisor;
- Oversee purchase and transport of equipment, supplies and assembly of new equipment.
- Prepare reports identifying projects requiring major funding. Reports to include project description, detailed project costs, benefit & payout to JRDS;
- Work closely with JRDS Fiscal Department reviewing project costs after completion;
- Coordinate with all affected parties prior to and during implementation of repairs or renovation;
- Ensure work of contractors meet the specifications of the bid;
- Act as liaison between Main Source Trust Officer for contract work done at the Trinity Home;
- Prioritize, assign and process all work orders ensuring completion in a timely manner;
- Responsible for project implementation and coordination as General Contractor for JRDS remodeling projects
- Provide, as applicable and/ or needed, on and off-hour emergency response with Police and Fire Dept., should there be a problem at any of the JRDS properties;
- Work closely with others to ensure JRDS is maintained in a safe, efficient and professional looking manner, following internal procedures and external regulations;
- Complete & maintain required paperwork;
- Follow JRDS Client Information, Privacy and Security policies & procedures;
- Report all cases of suspected abuse, neglect, exploitation, discrimination, or harassment immediately.
- Follow JRDS Personnel Policies & Procedures;
- Perform any other duties as assigned;

CRITICAL SKILLS/KNOWLEDGE/ABILITIES:

- Electrical/HVAC, carpentry, vehicle maintenance, plumbing.
- Proper methods of cleaning commercial buildings, including maintenance of floors.
- Ability to use a computer effectively
- Written and verbal communication skills.
- Problem solving.
- Time management skills
- Basic Math
- Anticipate problems and initiate corrective action
- Tow motor certification
- Dependability/flexibility
- Use of manual and power tools.
- Ability to read and understand blueprints and specifications and communicate with architects and contractors.
- Excellent organizational skills with ability to multi-task and prioritize.

JOB STANDARDS: Accredited High School diploma or High School equivalent with minimum of five years related work experience and 3-5 years supervisory experience. Excellent work references and valid driver's license required. Ability to obtain chauffeur's license and CDL license, if needed.

EQUIPMENT: ability to safely operate tow motor, agency vehicles and machinery/equipment as required by position duties.

PHYSICAL REQUIREMENTS:

- Able to lift up to 40 to 70 lbs.
- Good vision
- Able to stoop, bend, reach, crawl, push, kneel, climb
- Must be able to drive vehicle to transport equipment to and from locations

JOB LOCATION: All JRDS locations, including center, group homes, and waiver homes in Jay and Randolph Counties. Position to be based at the Jay County Center, 901 E. Water St., Portland, IN.

WORKING ATTIRE: Clean, casual attire appropriate for duties performed and weather conditions. Agency dress code should be followed per the Personnel Policies manual.

Signatures below indicate review of the job description

Employee

Date

Supervisor

Date