

Facilities Manager

Organization Description:

The Domestic Violence Resource Center of South County (DVR CSC) is a nonprofit agency that works toward a future free of violence, and to build a community in which each individual shares the responsibility to create a culture of safety and personal dignity. We work collaboratively to offer safety, support, advocacy, education and a network of services to the residents of Washington County. The DVR CSC is dedicated to both preventing and responding to domestic violence by working to change the social conditions, beliefs, and social actions that perpetuate abuse.

Job Description

The Facilities Manager is a **part-time, 15 hour per week**, non-exempt position, responsible for over-sight of all DVR CSC facilities, including 1 residential building, 6 apartments and 1 office building. This position is responsible for the day-to-day maintenance of the facilities, consistent with the policies initiated by DVR CSC leadership and implemented by all staff.

Responsibilities

- Oversee preventative maintenance for all DVR CSC buildings in an efficient and timely manner.
- Troubleshoot, inspect, and complete service requests as needed
- Recruit, train, and supervise maintenance volunteers to ensure appropriate upkeep of the facilities.
- Run service calls
- Assist in obtaining outside contractors for larger more complicated repairs
- Prioritize tasks that need to be accomplished and write detailed lists for volunteers
- Promote an atmosphere of warmth and support for our clients
- Oversee all seasonal exterior maintenance issues
- Maintain proper scheduling of assigned duties and obtain materials to perform cost effective maintenance and repair activity
- Keep lines of communication open among the Director of Administration, Executive Director, staff, and volunteers
- Report to Director of Administration items affecting (or potentially affecting) proper and safe operation of the facility
- Prioritize assigned maintenance work to properly execute emergency breakdown response
- Work as a team member with all staff at DVR CSC, treating fellow staff members and volunteers with respect and sensitivity to the requirement of their jobs
- Maintain proper documentation of all assigned maintenance policies, procedures, and schematics
- Execute other responsibilities as requested by Director of Administration and Executive Director
- Maintain detailed log of planned and executed maintenance activity
- Maintain a working knowledge of fire, safety and other applicable codes and ensure compliance

- Tour and inspect facilities daily for quality of work performed and adherence to established policies, procedures, quality assurance, safety, and security.

Minimum Qualifications:

Knowledge in the following trades:Plumbing,HVAC,Carpentry,Electrical

- Strong organizational, problem solving, decision-making and interpersonal skills
- Excellent mechanical skills
- Self-starter, flexible and organized
- Effective verbal and written skills
- Ability to interpret blueprints
- Safety conscious, familiarity with safety protocols for building/maintenance work
- Experience in computer operations such as Word, Excel, etc.
- Prior experience with volunteer programs preferred
- Experience working with diverse groups
- Scheduling flexibility and valid driver's license
- Manual dexterity and mobility required.
- Physical ability to frequently bend, climb ladders, and perform heavy lifting

Pay Scale: \$23.00 per hour

Status: non-exempt

How to Apply: Please e-mail resume and cover letter to mlepage@dvrsc.org The subject of your e-mail should be Facilities Manager. No phone calls please.

DVRC is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. Applicants will receive fair and impartial consideration without regard to race, sex, color, national origin, age, disability, veteran status, genetic data, religion, or other legally protected status.