

## JOB DESCRIPTION

<b><u>Position:</u></b>	Facilities Manager
<b><u>Reports to:</u></b>	Chief Executive Officer
<b><u>Classification:</u></b>	Salary, Exempt
<b><u>Date Created:</u></b>	October ____, 2020

### **Position Summary**

The Facilities Manager is responsible for keeping Evolutions Plaza in good working order at all times. Facilities Manager will also perform or source repair and maintenance work for other District properties as needed. Responsible for budgeting, forecasting and anticipating facility maintenance needs.

### **Essential Functions**

- Maintain, repair, and keep in good working order the entire facility
- Conduct weekly assessments of the entire facility and all mechanical systems in conjunction with the Chief Executive Officer
- Interview contractors to set up contracts with outside contractors as needed
- Supervise all contractors working in the facility
- Participate in management meetings
- Serve as the Safety Officer for the facility
- Demonstrate complete knowledge of emergency and safety procedures
- Coordinate emergency preparedness and OSHA training for all facility employees
- Conduct facility safety audits, drills, and mock codes
- Maintain a complete knowledge of the facility, staff, services, fees, and hours of operation
- Participate in Manager on Duty shifts as needed
- Keep building certificates and inspections current
- Review incident reports, comment cards, member inquiries, etc., pertaining to the building and follow up within 48 hours
- Supervise housekeeping and other environmental service associates as assigned
- Maintain schedule for housekeeping and other environmental service associates as assigned
- Develop and manage the department's operating budget, including ordering supplies
- Maintain a positive and professional demeanor during interactions and in on-going work related relationships with all persons at the facility
- Additional duties may be assigned

### **Qualifications**

#### **Experience, Education & Competency Requirements**

- High School Diploma or equivalent. Degree preferred
- Three years building maintenance and engineering experience
- CPO Pool Certified
- Excellent customer service skills
- Ability to work autonomously under the direction of the Chief Executive Officer
- Excellent verbal and written communication skills
- Able to make decisions using discretion and independent judgment
- Able to troubleshoot and be resourceful in resolving any problems or issues that arise
- Able to prioritize, multi-task and manage time to meet deadlines and time constraints
- Ability to work supervise others as needed

- Possess foresight to plan and prepare in advance for payments due, meetings and any other timely events
- Must work well with all levels of persons and personalities

## **Physical Requirements & Work Environment**

### **Physical Requirements**

- Hearing (Constantly)
- Sitting (Frequently)
- Standing/Stooping/Kneeling/Bending/Reaching (Constantly)
- Climbing (Frequently)
- Lifting up to 50lbs (Constantly)
- Carrying up to 50lbs (Frequently)
- Pulling/Pushing up to 50lbs (Frequently)
- Talking (Constantly)
- Walking (Constantly)
- Near Vision (Constantly)
- Far Vision (Constantly)

### **Work Environment**

The primary work environment will consist of working indoors, in a public setting.

***Please Note:*** *This job description is intended to describe the general nature and level of work required of this position. This is not an exhaustive list of all duties one may be asked to execute. The District may revise or modify the requirements of the position.*

### **Received by employee:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_