

Peninsula Humane Society & SPCA

Facilities Maintenance Manager

Job Description

Job Title: Facilities Maintenance Manager
Division: Operations
Reports To: Vice President, Operations
FLSA Status: Exempt
Excellent Benefits Package Available

Summary : Manages all facilities-related repairs, maintenance, renovations and purchases for all locations within the organization. Oversees procuring goods and services such as raw materials, equipment, tools, parts, and supplies for the organization by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Plans, schedules, supervises and performs routine maintenance of facilities in a hands on capacity in coordination with Facilities Associates

Prioritizes work requests in accordance with needs of various departments within the organization

Responsible for managing preventative maintenance contracts. Monitors and serves as project manager for repair calls for systems and equipment including but not limited to HVAC systems, major appliances, generator, BMS system , lighting control and walk-in cooler.

Manages service level agreements including but not limited to janitorial, landscape, fire alarm, and elevators.

Renews and maintains licenses, permits and inspections as applicable.

Plans, budgets and schedules facility modifications or renovations, including cost estimates

Serves as project manager and vendor liaison during construction and installation of projects.

Develops and administers annual budget. Responsible for cost control of Department expenditures.

Keeps in compliance with and abreast of all OSHA regulations.

Co-chairs Safety Committee.

Provides proposals and product comparisons as requested or needed to ensure the most competitive costs.

Manages accounts including but not limited to Orchard Supply Hardware, Home Depot, Grainger, etc.

Ensures department and select organizational vehicles are maintained in good working order.

Ensures all department tools and equipment are maintained in good working order.

Ability to work off hours or weekend days on occasion. Ability to respond to and coordinate required response to emergency situations after hours.

Supervisory Responsibilities:

Supervises Facilities Associates and Volunteers

Qualifications : To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to work independently with minimal supervision

Education and/or Experience:

Two years related experience and/or training; or equivalent combination of education and experience.

Experience with construction coordination or construction background preferred.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Must keep abreast of local and federal laws pertaining to building codes and OSHA. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Ability to read and interpret construction drawings and specifications preferred.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Outlook email software; Excel spreadsheet software and Microsoft Office Word Processing software and internet searches.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

EOE/M/F/D/V