

**YWCA St. Joseph
Victim Services Department**

Job Title:	Facility Manager
FLSA Status:	Non-Exempt
Reports to:	Housing Manager

Job Purpose

To provide for the general maintenance, upkeep and security of the Bliss Manor facility and property.

Primary Duties and Responsibilities

- Perform general housekeeping and maintenance of Bliss Manor office, common areas, building exterior and grounds.
- Inspect non-residential internal and external areas of building for cleanliness, needed repairs and compliance with security and fire regulations.
- Clean and perform routine maintenance on all vacated apartments to prepare for new tenants.
- Attend to all work orders submitted for repairs to apartments or building. Complete minor repairs to apartments and equipment or arrange for repairs (with approval of Housing Manager). This may include painting, plumbing, carpentry, appliance repair, etc.
- Maintain inventory of necessary cleaning supplies and equipment and coordinate purchases with the approval of the Housing Manager.
- Maintain records pertaining to supplies, equipment, etc. in collaboration with the Housing Manager.
- Perform routine security checks of the building and grounds.
- Carry cell phone in the event of emergent facility needs.
- Perform other related duties as assigned.

Qualifications

- High School Diploma or GED.
- 2 years institutional/commercial housekeeping/maintenance/security experience.
- Ability to work without close supervision.
- Demonstrated maintenance skills.
- Knowledge of methods, materials, equipment and regulations/procedures used in housekeeping and building maintenance functions.
- Ability to exercise sound judgment and act quickly in an emergency.
- Ability to pass criminal background check.
- Ability to maintain confidentiality.
- Ability to work flexible hours.

Working Conditions

- Forty (40) hour workweek with flexibility regarding days/times to meet organizational needs and/or deadlines.
- Some evenings/weekends may be required.
- Employee primarily works in an indoor environment and is protected from weather conditions.
- Job responsibilities include the use of cleaning and construction-related chemicals, tools and equipment.
- On-call responsibilities related to facility needs.

Physical Requirements

- Standing or sitting for long periods, bending, stooping, climbing stairs, kneeling/squatting, crouching, reaching overhead and pulling/pushing.
- Lifting over 40 pounds.
- Ability to communicate effectively in person with staff and consumers.

Personal Characteristics

The successful individual will demonstrate the following:

- **Behave Ethically:** Understand ethical behavior and professional boundaries and ensure own behavior is consistent with professional ethical standards.
- **Build Relationships:** Establish and maintain positive working relationships with others both internally and externally to achieve the organizations goals of empowering women and eliminating racism.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks and make clear decisions which are timely and in the best interests of the organization.
- **Organization:** Set priorities, develop a work schedule, monitor progress towards goals and track details/data/information/activities.

Competitive Salary and fringe benefits. YWCA St. Joseph is an equal opportunity employer. Women, minorities, people with disabilities and veterans are strongly encouraged to apply. *EEO* *AAP*