



FACILITIES MANAGER JOB DESCRIPTION

JOB TITLE	Facilities Manager
TYPE	Part Time Non-Exempt
SUPERVISOR	Director of Operations and Finance
PAY	\$18-\$22 hourly up to 20 hours a week maximum
WORK LOCATION	Orlando, FL
HR CONTACT	alowe@samaritanvillage.net
ABOUT US	The mission of Samaritan Village, Inc. is to provide a safe place where sexually trafficked women can heal from trauma, recover from addiction and take back their lives to become catalysts for change in their communities. Our vision is to see all communities where women are free from sexual exploitation and are being restored to wholeness in Christ. We are a 501c3 nonprofit founded in 2009.
POSITION DESCRIPTION	<p>The Facilities Manager serves a key function in keeping the safe homes safe, well serviced, and maintained. This position is responsible for the development and implementation of a safety program, a maintenance program, and a repair and improvement plan for Samaritan Village's three safe homes, their grounds, and one vehicle.</p> <p>This position will allow you to be part of a team and mission that deeply impacts the lives of survivors in Orlando and beyond. You will be working closely on a team and with staff who care. Prepare to have fun, work hard, and be a catalyst for change!</p>
ESSENTIAL RESPONSIBILITIES	<p>Administrative (20%)</p> <ul style="list-style-type: none"> ● Develop a safety program that complies with OSHA regulations. ● Develop a maintenance program that ensures a high standard for proper maintenance and repair of facilities, grounds, and vehicles. ● Develop a repair and improvement plan that ensures the homes maintain their value, presentation, and livability. ● Develop a disaster plan that mitigates the effects of natural and man-made disasters. ● Attends designated staff meetings and training sessions. ● Provides necessary training to staff, volunteers and participants on basic maintenance for safe houses, grounds, and vehicles. ● Database management and documentation to ensure accurate records are kept of all safety, maintenance, repair, and improvement activities. <p>Facilities Management (70%)</p>

	<ul style="list-style-type: none"> ● Performs and documents regular safety checks. ● Performs and documents regular maintenance. ● Performs and documents repairs and improvements. ● Coordinates all activities in a manner that minimally interferes with the participants' schedules. ● Ensures the agency obtains and maintains the necessary tools to engage in routine maintenance of safe homes. ● Oversees and ensures proper and legal use of chemicals in all safe houses. ● Coordinates with qualified contractors/vendors to perform repairs and improvements when specialty qualifications, equipment, and/or licenses are required by law. ● Supervises the work of contractors/vendors to ensure timely and cost-effective completion of tasks/projects. ● Verifies contractor/vendor experience with facilities and equipment installation, repair, and maintenance. ● Ensures timely responsiveness for all maintenance and repair needs. ● Immediately responds to emergency situations that could potentially cause injury, serious property damage, or a threat to health and safety. ● Leads all efforts to keep the safe houses safe during a disaster in accordance with the disaster plan. ● Ensures compliance with all applicable safe house certification regulations. ● Reports any issues of the safety, security or physical environment of the houses to the Director of Operations and Finance, including security cameras, locks, electric, plumbing, heating, air conditioning, telephone, internet, TV, and the pool area issues. <p>Volunteer Management (10%)</p> <ul style="list-style-type: none"> ● Works with the Director of Residential Programs and the Volunteer Coordinator if using volunteers for repairs, maintenance, or improvements. ● Acts as a liaison and point of reference for volunteers, developing positive relationships with volunteers performing repairs, maintenance, or improvements. ● Oversee and coach volunteers on the proper execution of repairs, maintenance, or improvements.
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<p>PHYSICAL REQUIREMENTS</p>	<ul style="list-style-type: none"> ● Driving to and from safe houses. ● Ability to lift, stoop, bend, reach and move about freely to accomplish maintenance and repair tasks in various environments. ● Repeating motions that may include the wrists, hands and/or fingers. ● Assessing the neatness, accuracy and thoroughness of work. ● Operates machines and power tools for basic maintenance tasks.
<p>SOFT SKILLS</p>	<ul style="list-style-type: none"> ● MUST MAINTAIN STRICT CONFIDENTIALITY ABOUT CLIENTS AND HOUSE LOCATIONS. ● Ability to use trauma-informed communication skills during all interactions with participants.

	<ul style="list-style-type: none"> ● Self-starter, with the ability to work without direct supervision. ● Strong computer proficiency, including use of databases, spreadsheets, word processing, and emailing. ● Ability to accurately document all repairs, maintenance, and improvement activities. ● Excellent problem-solving and conflict resolution skills. ● Communicating with others to exchange information.
EDUCATION AND EXPERIENCE	<ul style="list-style-type: none"> ● High school or GED; higher education or trade school a plus ● 2 years prior experience in facilities maintenance and management, property management, or related field ● Must pass criminal background checks ● Possess a valid driver's license ● Maintain current First Aid / CPR certification or obtain within 90 days of hiring ● Flexible schedule may be required from time to time (holidays, weekends, and special events)

ACKNOWLEDGEMENT

This job description is for your use and a source of information about your job duties. Your signature below acknowledges:

1. Your receipt of a copy of this job description;
2. Your understanding that you are responsible for reading, understanding, and adhering to the job description;
3. Your understanding that you are to ask your supervisor any questions that you may have;
4. Management reserves the right to revise, modify, delete, or add to this job description at any time.

Employee Signature

Date