

FACILITIES MANAGER:

QUALIFICATIONS:

- HS Diploma or GED
- NYS driver's license; approved by agency insurance carrier

EXPERIENCE:

- A minimum of 2 years' experience in a similar role

SKILLS:

- Adheres to agency code of ethics and code of conduct
- Respectful of vulnerable persons and confidentiality
- Works well under pressure with competing priorities
- Understanding of general maintenance procedures and techniques
- Physically capable and available to work overtime including weekends, holidays, and evenings
- Effective problem-solving abilities
- Excellent written and verbal communication skills
- Must be well-organized and have the ability to prioritize tasks

DUTIES:

- Inspecting buildings, equipment, and systems to troubleshoot issues.
- Maintain fleet information to ensure that all maintenance and legally required inspections and licenses are in place
- Repairing faulty equipment units and damaged structures
- Developing and implementing preventative maintenance procedures
- Managing heating and plumbing systems to guarantee functionality
- Work with the Operations Manager for planning and scheduling repairs
- Conducting periodic quality checks on equipment/systems
- Performing mandated drills monthly
- Performing general maintenance tasks including landscaping, painting, and carpentry
- Maintaining the inventory records for equipment and supplies
- Other duties as assigned