



## Job Description

**Job Title:** Facilities Maintenance Manager

**Status:**  Non-Exempt, Full time  
 Non-Exempt, Part time  
 Non-Exempt, Temporary

**GL/WC Code:**  5330/9015 CA

**Location:** SACRAMENTO VRC

### Job Summary:

This is a non-exempt position within the Housing Program at the Veterans Resource Center (VRC). The Facilities Supervisor assists the Clinical Director in the day-to-day operation of the on-site Residential Program. The Facilities Supervisor reports to the Site Director.

### Job Duties:

1. Maintain a complete inventory of equipment, tools, supplies, furnishings
2. Document repairs and maintenance
3. Maintain all equipment and tools
4. Record all utility shut off valves and know steps to take in physical emergencies
5. Maintain the Manufacturers Safety Data Sheet (MSDS) program
6. Train and qualify staff in the safe use of tools and vehicles
7. Keep tool shed and trash areas clean and orderly
8. Perform other tasks as requested by the Site Director
9. Maintain landscaping and grounds
10. Meet with other program managers for any supplies that are needed or problem areas
11. Perform any maintenance that may be needed, in unable to do arrange for outside vendor
12. Meet with off-site duplex manager for any needs at women's program
13. Ensure the fire safety/ campus safety binders are current
14. Task and supervise volunteers that are working on the campus
15. Ensure all buildings and property are maintained to remain in county codes
16. Order supplies for all 3 dormitory programs and campus supplies for offices- Bob Barker, Abe Janitorial, Give Something Back, Wal-Mart, Costco, Sams Club
17. Attend to any cable TV issues in all housing programs
18. Schedule preventative maintenance efforts with vendors- HVAC and fire safety inspections

Initial \_\_\_\_\_

Date \_\_\_\_\_

2016 VERSION

- 19. BHC elevator maintenance and safety compliance
- 20. oversight 24-7 and on-call 24 hours/day for this position

**Required Job Skills:**

- 1. Ability to work independently and supervise staff.
- 2. Intermediate level of computer skills; proficiency in MS Word, Excel, and database entry. Intermediate mathematical skills.
- 3. Ability to work with a diverse group of clients in varying stages of recovery from PTSD, addictions, mental illness, homelessness, etc.
- 4. Basic mechanical, electrical, and plumbing skills to make minor repairs and supervise and/or accomplish facility repairs and preventative maintenance items.
- 5. Must be able to lift 50 lbs. and perform full range of motions required for job duties.
- 6. Capacity to function as a contributing member of a team, maintain effective working relationships and a positive attitude. Willingness to accept and follow directions. Good listening, communication, and follow through skills.
- 7. Organized, efficient, ability to keep accurate documentation.
- 8. Ability to read English and interpret documents such as operating and procedure manuals; ability to write routine reports and correspondence in English; ability to speak effectively to staff and clients.
- 9. Ability to respond to program emergencies on a 24-hour basis.
- 10. Ability to work at a fast pace with accuracy.

**Qualifications:**

Three years of experience in a similar position, preferably within a shelter, rehabilitation, or transitional housing program. Trade or vocational school graduate in a related field preferred. Experience with all hand and power tools common to the duties listed above. Valid CA driver's license and clean MVR (2 points or less). Veteran Status Preferred.

Initial \_\_\_\_\_  
Date \_\_\_\_\_

2016 VERSION