



FAMILY ELDERCARE

Facilities Manager

Job Description

Program: Administration	Reports to: CFO
Job Location: Hybrid	Position Status: Full Time
FLSA Classification: Exempt	Salary Range: \$54,752.00-\$69,803.00

Position Summary: The Facilities Manager plays a crucial role in ensuring the smooth and efficient operation of a physical workspace. This role will oversee the physical workspace for all Family Eldercare buildings and facilities.

Essential responsibilities:

- **Maintenance and Repairs:** Oversee the maintenance and repair of facilities, including HVAC systems, plumbing, electrical, and other essential infrastructure.
- **Space Planning:** Efficiently utilize the available space, plan layouts, and make recommendations for improvements or changes to optimize the use of the facility.
- **Security:** Implement and maintain security protocols, including surveillance systems, access control, and emergency response plans.
- **Budget Management:** Develop and manage budgets for facility-related expenses, ensuring cost-effectiveness and adherence to financial constraints.
- **Vendor Management:** Coordinate with external vendors and service providers for maintenance, security, and other facility-related services.
- **Compliance:** Ensure compliance with local, state, and federal regulations regarding safety, health, and environmental standards.
- **Emergency Preparedness:** Develop and implement emergency preparedness plans, conduct drills, and ensure the availability of necessary resources in case of emergencies.
- **Sustainability:** Implement and oversee sustainability initiatives, such as energy conservation, waste reduction, and environmentally friendly practices.
- **Communication:** Maintain effective communication with various departments, addressing their facility-related needs and ensuring a conducive work environment.

- **Renovations and Construction:** Oversee renovations and construction projects, from planning to execution, ensuring minimal disruption to daily operations.
- **Other Office Space:** Liaise with other Agency office space needs as they arise.
- **Team Management:** Supervise and lead a team of maintenance and support staff, ensuring productivity and a positive working environment.
- **Record Keeping:** Maintain accurate records of facility-related activities, including maintenance schedules, repairs, and vendor contracts.

Education and Experience:

Qualifications:

- Bachelor's degree in Facilities Management, Business Administration, or a related field preferred or combination of education and experience.
- 3-5 years of related experience
- Proven experience in facilities management or a related role.
- Strong knowledge of building systems and maintenance practices.
- Excellent organizational and leadership skills.
- Effective communication and interpersonal abilities.

Competencies:

- Demonstrate Organizational Ability.
- Effective Communication and Collaboration.
- Ability to follow Procurement Policy with external vendors
- Demonstrated ability to work under pressure and meet deadlines while maintaining a positive attitude and providing exemplary customer service
- Ability to exercise sound judgment, diplomacy and maintain good working relationships across the organization and with community collaborators.
- Proficiency in Microsoft Office Suite, including SharePoint

Work Environment:

- Work occurs in both office settings and off site, conducting duties related to Facilities Management
- Requires a significant amount of face-to-face interaction and phone contact with staff, clients, volunteers, and outside professionals.
- Ability to perform the essential job functions consistent safely and successfully with the ADA, FMLA and other federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state, and local standards

Acknowledgement and Review:

By signing this job description, I acknowledge that I meet the qualifications, and am willing and able to perform all job functions, duties, and responsibilities. I further understand that I am responsible for promptly and effectively communicating in writing to the Company any need for accommodation. I acknowledge that I have read, understand, and may receive a copy of this Job Description. I further understand that Family Eldercare reserves the right to modify any organizational policies, procedures, practices, guidelines, and processes based on organizational needs.

Print Employee Name:**Employee Signature:****Date:**