

**Front Steps – Job Description**

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**Job Title:** Facilities Supervisor **FLSA:** Exempt/Full-time (40 hours per week)

**Department:** Operations **Shift:** Days (Monday-Friday occasional weekend)

**Reports to:** Operations Director **EEO Job Classification:** Administrative

**Last Revised:** August 2, 2019

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**Position Summary:**

The Facilities Supervisor shall oversee the Building Services, and Food Services teams, assist with IT and technology needs, and coordinate with Shelter teams to provide day-to-day oversight for the organization’s shelter facilities. The Facilities Supervisor shall be responsible for developing work plans to address the operational needs of the shelters, implementing the plan, and ensuring the effort meets expectations as agreed upon with the Director. The position will report to the Operations Director and will supervise the Building Services Manager and Food Services Manager.

**Duties and Responsibilities**:

* Oversight of Facilities and Agency Vehicles: Responsible for health, cleanliness and safety of shelter facilities and vehicles by addressing repair and maintenance needs as they arise, responding to emergencies during off-hours if requested by managers or directors; oversee the established bid process and collect bids from outside vendors; vet all contractors. Review and negotiate vendor contracts as appropriate and prepare contracts for the Executive Director’s signature. Coordinate repairs with the Shelter Program Director and program staff; Provide on-site supervision of renovations, repairs and relocation projects as appropriate; Maintains a database of vendors and record of repairs and services. The Facilities Manager will be assigned an agency cell phone and will be on-call for after-hours operational emergencies.
* Leadership**:** Directly oversees Building Services, and Food Services managers, independent contractors and vendors to ensure regular repairs and maintenance of all locations are done in a timely fashion. Conducts regular team meetings, and prepares and submits project progress reports and budgets, program and staff evaluations as required.
* Oversight of emergency and safety program: Works with the Operations Director, Shelter management and the Human Resources Director to enhance safety and emergency planning through periodic staff training, ensuring adequate storage and access to emergency supplies, ensuring that the facilities meet health and safety standards, and evaluating workplace safety and ergonomics. Ensure that all facilities meet health, fire and safety code requirements and ensure that Front Steps passes all inspections as required by monitors and funders.
* Administrative Duties: Process all invoices and required documentation related to operations and assist the Operations Department with tasks as requested. Follows up with the Fiscal Department to ensure all invoices are paid in a timely manner. Ensures that all inspection records are received and recorded by the appropriate entities. Prepare all operations reports for the Operations Director or the Executive Director as necessary for funders, board meetings, etc. Maintain and update the agency’s Strategic Replacement Plan.
* Teamwork: Provide general support asked of all staff which may include: responding to emergencies, and maintaining a clean, functioning office. Participate in program and organizational development and fundraising events, and attend staff and team meetings.
* Travel: Driving is an essential job function for this position in order to affect repairs and maintain clean, comfortable facilities. Therefore the employee must have a valid driver’s license and use their own vehicle or agency vehicle to perform duties. The employee must also be eligible for coverage under Front Steps’ auto insurance policy.

**Qualifications**: The qualified candidate must possess demonstrated knowledge, skill, abilities and experience in the following areas:

* Able to meet the physical demands of the position: able to regularly sit, stand, kneel, stoop, crawl, bend, etc., in order to affect repairs and assemble furniture and machinery. Able to regularly lift and move up to approximately 50 pounds of equipment, materials, etc.
* Demonstrable working knowledge of computers networks, servers, internet access, and network trouble shooting.
* Demonstrable knowledge of facility policies, practices and procedures. Knowledge should include facility repairs and maintenance. Basic carpentry skills a plus.
* Demonstrable knowledge on the use of office equipment including fax machines, copiers, and telephone systems.
* Self-starter and ability to work independently and meet project deadlines.
* Attention to details and process oriented.

· Must submit to criminal background screen, annual TB test and annual driving record search.

* Must have access to own vehicle.

**Job Execution**

* Strong work ethic, self-directed and able to coordinate multiple tasks, and highly motivated.

· Able to work well independently and as a member of a team; able to work collaboratively and thrive in a flexible, evolving environment, adapt to situations and manage change effectively.

* Able to effectively and efficiently address crises and problem-solve with open communication
* Able to plan work schedule respective to program needs, including working evenings or weekends if needed.
* Demonstrate excellent communication skills, both written and oral.

*Front Steps is committed to a policy of equal employment opportunity and does not discriminate against its employees or applicants on the basis of ancestry, age, citizenship, color, disability (physical and mental, includes HIV and AIDS), genetic information, gender, gender identity, gender expression, marital status, military or veteran status, national origin, political affiliation, race, religion (includes religious dress and grooming, sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, request for FMLA, or any other category protected by federal, state or local law (“Protected Categories”).* *Front Steps will not discriminate based on a perception that an employee or applicant is a member of one or more of the Protected Categories, or is associated with someone who is a member of one or more of the Protected Categories. Front Steps is committed to fostering a diverse and safe work environment where employees respect one another and share a commitment to our organization’s mission, values, and strategies.*