

## JOB ANNOUNCEMENT

(Please see end of document for application information)

**POSITION:** Facilities Manager (Manager III)  
**DEPARTMENT:** Housing Development  
**REPORTS TO:** Manager I  
**SALARY GRADE:** 8 (\$22.62 to \$28.27 per hour\*)  
 \*Candidate offers consider experience, qualifications and internal equity)  
**FLSA STATUS:** Exempt  
**SCHEDULE:** FT (40 hrs/wk)  
**LOCATION:** Cornwall Ave  
**BENEFITS:** The Opportunity Council provides a strong benefits package that includes three weeks paid vacation annually, health leave, and holidays (including personal holiday(s)). Retirement plan includes employer contribution equaling 5% of pay. Paid health insurance for employees plus voluntary flexible spending account, dental, vision, life/ADD and long-term disability insurance, along with a culture that supports staff and their families.

### JOB SUMMARY

Ensures Opportunity Council owned properties are in good working order, including 50,000 square feet of commercial space dispersed throughout four (4) properties and seventy-two (72) units of residential housing across six (6) properties. Participates in the planning and oversight of new projects involving facilities. Prioritizes maintenance projects and assigns tasks to facilities staff and contractors to ensure projects are performed to a high standard and timely manner. Maintains preventative maintenance schedules and assigns work as needed. Serves as key liaison to agencies providing safety services in the community (i.e. law enforcement, fire departments, emergency management). On occasion, in addition to administrative and supervisory work, the performance of maintenance tasks is required.

### ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Supervises all Facilities staff.
2. Participates in the development and management of preventative maintenance calendars.
3. Ensures all required inspections/maintenance of fire alarm systems, elevator operations, HVAC maintenance, security systems, boiler systems, and any other required inspections are performed in a timely manner and records distributed to proper entities.
4. Develops, implements and monitors daily, weekly and monthly work schedules to ensure all maintenance tasks are completed in a timely manner and to a high standard.
5. Maintains an inventory of regularly needed items to sustain operations at all buildings.
6. Coordinates contractors providing janitorial, grounds keeping, roof/gutter cleaning, pest control and other regular services, and inspects the work to make sure it is being performed to a high standard.
7. Ensures all building floor plans are current and accurate.
8. Ensures any contractor performing work for the OC is licensed, bonded, not debarred from doing business with State or Federal Agencies, and that any required labor standards that are required are followed and documented.
9. Ensures that safety drills (fire alarms, building lock-downs) are performed on a regular basis.
10. Monitors all buildings at least monthly for safety, housekeeping and wear and tear, and makes appropriate corrections as needed.
11. Participates in monthly and annual budget planning and asset management activities.
12. Oversees maintenance of a vehicle fleet of approximately 35 vehicles.
13. Oversees management of the OC's Bed Bug Prevention program.
14. Plan and coordinate vacant unit turns and monitors costs of damage for potential reimbursement through mitigation fund sources.

15. Assists with long- and short-term planning, budget monitoring, and asset planning, including the internal and external development of new or existing facilities.
16. Assists with grant proposals and responds to RFPs for facilities development and operations and maintenance funding.
17. Contracts with outside vendors when needed for repairs and improvements along with ensuring that work is completed as requested.
18. Purchases materials/supplies for all properties.
19. Oversees safety and security of all Opportunity Council properties and sites, including maintaining the Risk, Safety, Security, Emergency and Crisis Management Plan, updating as needed.
20. Ensures all floor plans are current and accurate.
21. Acts as liaison with external agencies, such as police, sheriffs, and fire department.
22. Ensures safety drills (fire, lockdown) and inspections are performed on a regular basis.

#### **OTHER RESPONSIBILITIES:**

1. Provides relevant safety training to staff, as needed.
2. Analyzes Facilities Management related systems for efficiency and cost containment opportunities.
3. Makes recommendations on new or improved systems to maximize efficiency and cost containment.
4. Provides relevant safety training to staff as needed.
5. Assists in the development of new facilities policies, procedures and systems

#### **EDUCATION/EXPERIENCE REQUIREMENTS:**

1. 5 or more years of experience in related field of building/facility maintenance plus
2. 3 or more years in a supervisory capacity

#### **SPECIAL REQUIREMENTS:**

1. Valid Washington State Driver's License at time of hire.
2. Good driving record.
3. A three-year driving abstract must be submitted prior to hire date.

#### **SKILLS AND ABILITIES REQUIRED:**

1. Excellent innovation skills; ability to develop new processes, services, or approaches that require a very high degree of creativity and integration of complex issues or principles
2. Outstanding communication skills: ability to effectively interpret and discuss information with others including individuals, agencies, contractors and community resources
3. Excellent time management, planning and organizational skills
4. Understand basic budget and fiscal planning systems
5. Ability to develop and achieve short- and long-term planning goals
6. Good computer literacy skills; able to use Microsoft Office products; able to develop literacy in AppFolio property management software
7. Ability to work confidentially and respectfully with clients from a diverse population.
8. Subscription to philosophy of cooperation and continuity across programs and of consideration and respect for clients.
9. Negotiation and problem-solving skills to facilitate and implement integration of new processes technology into existing ones.

#### **JOB PURPOSE:**

Manages all aspects of programs and service delivery within department area of responsibility.

#### **ESSENTIAL FUNCTIONS/RESPONSIBILITIES:**

- Guides program design and implementation
- Assists with budget development and monitoring
- Oversees program delivery and performance outcomes
- Develops and updates policies and procedures
- Ensures program, policy, and legal compliance

- Prepares and generates scheduled and on demand reports
- Establishes and maintains working relationships with external parties
- May supervise staff depending on area of responsibility

#### **OTHER RESPONSIBILITIES:**

- Assists with grant writing
- Other related duties as assigned.

#### **EDUCATION/EXPERIENCE REQUIREMENTS:**

- Minimum education two year degree
- Minimum experience two years of related experience
- Additional qualifying experience may substitute year for year for education

#### **SKILLS AND ABILITIES REQUIRED:**

##### **Competencies:**

- Team Player: Shares resources, responds to requests from other parts of the organization, and supports larger legitimate organization agendas as more important than local or personal goals.
- Critical Thinking: Takes initiative, anticipates next steps, and problem solves issues to keep the work moving forward.
- Integrity: Thinks and acts ethically and honestly, applying ethical standards of behavior to daily work activities
- Customer Orientation: Views the organization through the eyes of the customer and goes out of his/her way to anticipate and meet customer needs.
- Cultural Competency: Respects and interacts effectively with people of diverse cultures and socio-economic background; has an awareness of his/her own cultural worldview and its impact on perspective
- Team Management: create and maintains functional work units, understanding the human dynamics of team formation and maintenance.
- Talent Development: keeps a continual eye on the talent pool, monitoring skills and needs of all team members; expands the skills of staff through training, coaching, and development activities related to current and future jobs.
- Business Thinking: sees the organization as a series of integrated and interlocking business processes; understands general business concepts that govern these systems and their interfaces, creating and/or realigning these systems in response to changing business needs.
- Organization Knowledge: understands the workings of the organization, the formal and informal policies and structures that govern operations, and knows the essential technologies at the heart of the business.
- Results Orientation: maintains focus on outcomes and accomplishments; motivated by achievement, and persists until the goal is reached

##### **Supervisory Responsibilities/Skills (if applicable):**

- Instructs/trains
- Reviews work
- Provides feedback
- Coaches/counsels
- Evaluates performance
- Maintains standards
- Schedules/allocates personnel
- Selects new employees
- Assigns work
- Plans work of others
- Coordinates activities
- Acts on employee problems

**Other Skills:**

- Solves practical problems
- Performs arithmetic calculations
- Exchanges basic information or data
- Follows written or verbal instructions
- Composes routine and, occasionally, complex correspondence
- Occasionally speaks/presents publicly
- Occasionally proofreads written communication

**Equipment:**

- Personal computer/laptop/printer
- Copier/fax/scanner
- Various software programs and data bases

**PHYSICAL, SENSORY, ENVIRONMENTAL QUALIFICATIONS:**

R = rarely      O = occasionally      F = frequently

<b>Physical Activity</b>	<b>R</b>	<b>O</b>	<b>F</b>
Sitting			I
Stationary standing		I	
Walking		I	I
Crouching (bend at knee)		I	
Kneeling/crawling		I	
Bend at waist		I	
Twisting (knees/waist/neck)		I	
Grasping		I	
Driving a car		I	
Repetitive motions (keyboard/data entry)			I
Lifting/Carrying: <b>20 lbs.</b>	I		
<b>Sensory Activities</b>	<b>R</b>	<b>O</b>	<b>F</b>
Talking (in person/on phone)			I
Hearing (in person/on phone)			I
Vision for close work			I

Occasional travel is required.

**TO APPLY:**

Application and application instructions may be found at: [www.oppc.org/employment](http://www.oppc.org/employment). Paper copies of the applications may be picked up at: Opportunity Council, 1419 Cornwall Ave., Bellingham, WA 98225

Applications must be received no later than **4:00 pm, Wednesday, December 19, 2018.**

**Opportunity Council is a private nonprofit Community Action Agency working as a catalyst for positive change in our communities and the lives of low-income and disadvantaged people - serving Whatcom, Island, San Juan, Skagit, and Snohomish counties. EOE**