



DORCAS INTERNATIONAL
INSTITUTE OF RHODE ISLAND

Job Description

Position Title: Facilities Manager	Job classification: Exempt
Reports to: Director of Administration	Salary Range: \$41,226 - \$44,226

Position Summary: The Facility Manager is responsible for cost effectively and efficiently overseeing the use, maintenance and improvement of agency buildings and equipment. The Manager will provide for the safety and security of the buildings/workplaces. He/She will manage vendor relationships related to facilities and equipment as well being responsible for establishing procedures related to purchasing and inventory control.

Essential Responsibilities:

- Continually assess, document and recommend priorities for facilities and equipment needs
- Provide ongoing oversight of the buildings; arrange for cleaning, maintenance and repair
- Address building or equipment emergencies as they occur
- Implement projects for repairs, upgrades and replacement
- Assist in development of building project grants and oversee implementation of capital grant spending
- Supervise custodial staff including volunteer, temporary and agency employees (4+)
- Provide ongoing oversight and management of the building systems and non-computer related equipment
- Provide ongoing oversight and management of office machines such as copy ,fax and postage
- Oversee building safety and security, including working with vendors and municipal representatives
- Order supplies, including office, maintenance and kitchen supplies
- Establishes purchasing policies and ensure compliance
- Prepare outgoing mail; deliver incoming mail
- Manages a preventive maintenance program within the confines of an annual budget. This includes all heating, air conditioning and maintenance and repair of buildings and equipment
- Maintains compliance with OSHA safety practices and procedures.

Initiative:

This position requires the ability to follow instructions regarding a daily routine along with communicating and reacting to problems or emergency situations

- Able to work independently and self-manage daily tasks and time requirements
- Check work on a routine basis to ensure accuracy and completeness of all tasks
- Use judgment to determine how to react to building emergencies

Knowledge, Skills and Abilities:

- Well organized; ability to plan and accomplish daily priorities
- Ability to work well with a variety of vendors, funders, individuals and programs
- Problem solving skills; able to assess problems, generate solutions, and make recommendations and/or resolve immediate issues
- Knowledge of OSHA Compliance.
- Flexibility to rearrange schedule occasionally in emergency situations
- Good judgment to make appropriate decisions in emergency situations
- Ability to work independently and efficiently; ability to prioritize multiple tasks
- Flexibility to rearrange schedule occasionally in emergency situations
- High degree of honesty and integrity
- Skills and abilities to make minor repairs
- Leadership

Qualifications:

- At least an Associate's Degree, Bachelors Preferred.
- Bilingual in Spanish and English.
- Five years' experience in building management, safety and security and OSHA Compliance
- At least two years of supervisory experience.
- Ability to lift and carry objects weighing up to 50 pounds

- Well versed with the use and concept of standard on-line technologies as well in-house Microsoft products.

Please send Resume and Cover Letter by 03/11/2017 to

Msique@diiri.org

Dorcas International Institute of Rhode Island is an Equal Opportunity Employer