



Neighbor Helping Neighbor
www.SamaritanHouseSanMateo.org

JOB DESCRIPTION FACILITIES MANAGER

Candidate: VACANT

Hire Date: TBD ASAP

Department: Facilities

FLSA: Exempt Full Time Regular

Supervisor: Director of Programs and Services

Wage Compensation: Range \$72K-\$74K

NEIGHBOR HELPING NEIGHBOR

As one of San Mateo County's leading agencies, Samaritan House is a community based volunteer driven nonprofit organization working to meet the essential daily needs of more than 12,000 low income community members per year. For the last 40 years our goal has been to improve lives, promote self-sufficiency and preserve dignity through our supportive services. Our dedicated staff and volunteers lead the agency by striving for excellence, leveraging community resources and implementing creative solutions for our community's needs. We are proud to provide our core services free of charge and practice dignity and respect in everything we do.

Our Agency offers excellent opportunities for individuals with proven strong, creative, results driven leadership skills possessing excellent work ethic and integrity. We welcome individuals who are resilient, love working with people of diverse backgrounds and seek to make a difference by helping us create a caring community helping our neighbors in need.

Under the Direct Supervision of the Director of Programs and Services, the Facilities Manager is responsible for the management and maintenance of all Samaritan House owned and leased buildings and grounds including oversight and upkeep of equipment, vehicles and supplies.

This position requires a candidate who can work with the big picture pro-active planning and project management as well as having the ability to perform hands on work on a regular basis. Quality control is a large part of the job. Facilities Manager will ensure compliance with Agency and OSHA regulations including any other federal, local and state governmental health and safety standards. This position will plan, budget and schedule facility modifications and repairs ensuring agency buildings and grounds are maintained including but not limited to daily, weekly, monthly and annual inspection, cleaning and maintenance schedules; determine and schedule repairs, renovation projects, waste reduction improvement and safety/OSHA inspections; review and analysis of capital projects ensuring contract and budget compliance as well as making recommendations to Executive team members as needed.

This position manages a budget in collaboration with the Director of Finance; manages negotiations, service contracts and work by outside service contractors and vendors for services, supplies and repairs within budgeted expectations and agency protocols. This position has responsibility for both hands on work and oversight of third party contracted companies for grounds keeping, cleaning, maintenance, repairs and vehicle maintenance. Work with Volunteers and Staff as needed.

CANDIDATE QUALIFICATIONS

Preferred Education/Certifications- High School Diploma required; Associate Degree or higher in Facilities Management or related field preferred. CAL-OSHA and HVAC certifications

Preferred Experience-

- Three to seven years of experience in Facilities Management, buildings and grounds maintenance, facilities upkeep and fleet management or related fields. This includes oversight of outside service contractors and all aspects of project management (RFP, budget, negotiation, etc.)

Required Skills and Expertise in Property Management, Buildings, Grounds and Facility Maintenance-

- Excellent knowledge base of property management principles, procedures, and standards, as applied to public facilities; knowledge of space and planning principles and procedures.
- Working knowledge with building and grounds life safety systems and mechanical systems; electrical and plumbing systems, carpentry and other related areas.
- Strong attention to detail and the skill to deliver excellent and timely quality control services required

Preferred Safety and Risk Management Skills-

- Knowledgeable with the components of an Environmental Health and Safety Program, CAL-OSHA safety standards and regulations and HVAC preventive maintenance practices.
- Knowledgeable with employee safety and disaster preparedness training requirements and delivery in compliance with federal, state, and local regulations
- Understanding of MSDS statements, usage of HAZMAT products and ability to train other staff or volunteers in safe use of potential hazardous or non-hazardous materials

Required Mechanical and Trade Skills –

- Know how to use various types of hand and power tools to directly perform mechanical repairs and services that are typical of a handyman or jack of all trades professional. Preferred that candidate come with own tool kit.
- Familiarity with kitchen and health facility equipment is very helpful and familiarity with vehicle maintenance is required.

Other Preferred Administrative Skills-

- **Ability to conduct all business within agency values and professionalism; exercise appropriate judgment and decision making under normal and stressful conditions is required. Excellent understanding of professional boundaries with all constituents. Established ability to exercise all business with high integrity and ethics.**
- Excellent Computer Proficiency- experienced with Microsoft Office Suite and Windows-based operating systems; ability to learn new computer databases.
- Excellent organizational, multi-tasking and prioritization skills required
- Strong ability to analyze, interpret project and report financial data.
- Strong Communication Skills are required. Candidate must be able to consistently, regularly, effectively and clearly communicate with Samaritan House constituents of various backgrounds.
- Must have excellent interpersonal, relationship building and leadership skills; excellent initiative and ability to work independently and with teams; Solutions based approach to challenges; ability to identify and resolve issues without direction when needed.
- Candidate must be able to regularly travel between the Agency's various sites; valid driver's license, good driving record and a registered and insured vehicle required.

PHYSICAL REQUIREMENTS AND BACKGROUND CHECK

References will be conducted by Samaritan House prior to employment. Shelter staff will undergo back ground checks. You must have the physical, visual and auditory ability to perform the essential functions of the job and respond to any emergencies with or without reasonable accommodations. Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Regular physical effort required. Due to the nature of equipment issues, emergency response issues and life safety function of Agency Operations, candidate must have the physical ability to occasionally lift and/or move heavy equipment (approximately 70lbs.).

ESSENTIAL FUNCTIONS OF THE POSITION

INCLUDING BUT NOT LIMITED TO:

1. Facilities Management - Maintain building sites in accordance with all relevant building and safety regulations; CAL-OSHA Compliance
2. Manage and perform building maintenance
3. Supervise outside service contractors and vendors and monitor contracts.
4. Manage facility expenses and budget lines.
5. Project Management timely within deadlines.
6. Manage facilities database system.
7. Ensure a safe work environment.
8. Manage periodic maintenance activities as well as certification review and renewals.
9. Develop and implement an organizational preventative maintenance plan for all facilities.
10. Serve as the facility contact with relevant local, state and federal (government) safety agencies.
11. Facilities data management and records tracking.
12. Manage site property loss prevention activities.
13. Lead the Agency's Safety Team.
14. Responsible for the management of all assigned outside service contracts.
15. Manage facilities relationships and serve as liaison between vendors.
16. Develop, implement and maintain a facilities record keeping systems for work and expense control.
17. Determine internal needs of facilities, coordinates with outside vendors/donors for timely work.
18. Relationship Management and Property Procurement
19. Manage and maintain agency vehicle fleet.
20. Develop and manage annual facilities calendar.
21. Develop, implement and manage annual safety/risk management training calendar, includes staff training.
22. Ensure compliance with Agency, local, state and federal policies and regulations.
23. Lead and assist with facility space management.
24. Manage Flexible work schedule. Samaritan House mobile communication device will be provided.
25. Attend any internal or external meetings or trainings as needed or assigned. Represent Samaritan house in the community in a positive and professional manner.
26. All other duties as assigned.

APPLICATION

Interested candidates for this position will be required to submit a cover letter and resume to:

SAMARITAN HOUSE

Human Resources

4031 Pacific Blvd.

San Mateo, CA 94403

E-mail:

hr@samaritanhousesanmateo.org

Via facsimile: (650) 294-4336

No phone calls, please! Samaritan House is an equal opportunity employer.

Because of the volume of applications Samaritan House receives, we regret we are not able to respond to every applicant individually. If your skills and experience are a good match for this position, we will contact you for an interview.