Mid-Iowa Community Action, Inc. **Job Description**

**TITLE: Facilities Manager**

**Reports to:** Production Coordinator

**Job Summary**

Contributes to mission and vision of MICA by creating a positive, respectful, and safe environment when working with children, families and agency and community partners. Provides oversight to and/or performs the maintenance and compliance needs for all property owned by MICA. Performs maintenance and compliance needs for Head Start playgrounds and Head Start sites. Coordinates snow removal and lawn mowing. Assists with the inventory of supplies, property, furniture, fixtures, etc. owned by MICA. Schedules servicing of agency owned vehicles. This position must perform regular duties at the assigned worksite.

**Essential Job Functions**

Builds and maintains positive relationships with team members, agency and community partners and volunteers to achieve results.

Compliance

* Provides oversight to and/or performs the required maintenance and compliance tasks for all MICA owned property.
	+ Assists in securing subcontractors, receiving bids, purchasing items used in facilities maintenance.
	+ Performs Head Start required licensing tests.
	+ Performs facility safety checks.
	+ Coordinates building renovations and repairs.
* Performs maintenance and compliance needs for Head Start Playgrounds and Head Start sites.
* Assists with the inventory of supplies, property, furniture, fixtures and etc. owned by MICA.
* Schedules all servicing of agency-owned vehicles.
* Coordinates snow removal and lawn mowing.
* Must follow OSHA safety practices.

Develop skills and knowledge related to the position

* Learns and understands the full range of MICA programs.
* Successfully completes all trainings as needed or required.
* Willingness to attend conferences and trainings as necessary.
* Attends program or agency meetings as necessary.
* Pursues professional growth.
* Ability to acquire knowledge of specialized procedures and subject matter encountered in specific assignments.

**Knowledge, Skills and Attitudes:**

* Able to read, write and speak the English language.
* Committed to the concept of diversity and the inherent worth of every individual.
* Knowledge of state and federal rules and regulations regarding facility and playground maintenance and specifications.
* Ability to use a variety of hand tools and construction/maintenance.
* Quality Control Analysis —
	+ Able to conduct tests and inspections of products, services, or processes to evaluate quality or performance.
	+ Troubleshooting skills – able to determine causes of operating errors and deciding what to do about it.
	+ Operation Monitoring — watching gauges, dials, or other indicators to make sure a machine is working properly.
* Strong commitment to achieving results.
* Strong communication skills, including listening skills.
* Ability to manage multiple priorities.
* Excellent organizational and record-keeping skills.
* Strong ability to think and reason independently, and to make critical judgments within agency and program guidelines.
* Utilizes problem solving skills in all situations, identifying a range of reasonable options and alternatives.
* Knows how to use data to inform decisions to create best practice.
* Dedicated to continuous learning.
* Must be able to maintain *strict* confidentiality.
* Must be forklift certified or able to become certified.
* Basic computer skills. Must be able to learn and effectively use a variety of computing software, electronic devices and databases.

**Working Conditions (Essential physical, mental and emotional demands)** *The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

* Fulltime hourly (non-exempt) position. Occasional overtime required.
* This position may require driving about the MICA service area.
* Must have and maintain reliable transportation, a valid driver’s license and proof of automobile insurance**.** Driver’s License should be in good standing; will be required to drive agency vehicles.
* The person in this position frequently communicates with vendors, participants and colleagues, both in person and via telephone, regarding agency programs. Must be able to exchange accurate information in these situations.
* Regularly uses a large variety of construction and/or maintenance tools and equipment.
1. The person in this position frequently lifts, move or otherwise position objects weighing up to 100 pounds as part of routine work of moving equipment, making repairs, and maintaining facilities.
2. Engages in repetitive physical activity including bending, lifting and sitting.
* Works in outdoor weather conditions on year-around basis as needed.
* Frequently ascends/descends a ladder to access spaces within facilities.
1. Must be able to work in a variety of physical environments, including confined quarters such as crawl spaces, attic spaces, etc.
* Must be able to tolerate insects, snakes and other animals that could be found in basements, in crawl spaces, in attics, and under mobile homes.
1. Must be able to work with arms overhead in order to complete some job functions.
2. Occasionally operates a computer and other office productivity machinery, such as a copy machine and a computer printer.

**Education & Experience**

**Required:**

* High School Diploma or equivalent
* Experience in maintenance, construction and carpentry

**Preferred:** Two year degree in building maintenance or related field

**Other:**

**Candidates offered the position must meet the following criteria:**

* Successful completion of all background checks at hire and thereafter according to agency and program standards.
* Must have a pre-employment physical examination with TB assessment at time of hire and every three years thereafter
* Must pass pre-employment fitness-for-duty test
* Must pass pre-employment lung function test in order to wear respirator as needed. Must be fitted for respirator annually.

**Other Duties**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Additional information

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| Program | Administration/Executive | Management? (Yes/No) | No |
| Generic title | Facilities Manager | FLSA status | Non-Exempt |
| Pay grade | Band 4C | Revised | December 2019 |
| EEO 1 Category 7 | Craft Worker |  |  |

**EQUAL OPPORTUNITY EMPLOYER**

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Signature of Employee Date