



POSITION DESCRIPTION

| Assistant Facilities and Maintenance Manager | |
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| Department: Facilities and Transportation | Status: Regular Full-time, Exempt |
| Reports to: Facilities Manager | Last Reviewed: December 2024 |
| Titles reporting to this role: LP Maintenance Coordinator | Next Review Date: |

Position Summary:

The Assistant Facilities and Maintenance Manager supports the Facilities Manager/Vehicle Inspector in overseeing the daily operations and maintenance of Casa Central's facilities. This position assists in managing facilities personnel, ensuring all maintenance and repairs are performed to maintain safe and functional buildings, and helps coordinate transportation vehicle inspections and repairs. The Assistant Manager collaborates closely with the Facilities Manager to ensure services run efficiently and align with agency standards for quality and safety.

Essential Duties and Responsibilities

Include the following, other duties as assigned:

General Support Duties

Act as a liaison between facilities personnel, external vendors, and agency leadership to ensure clear communication. Facilitate the delivery of training and ongoing development opportunities for facilities staff. Maintain up-to-date knowledge of OSHA regulations and ensure compliance with all safety protocols. Participate in Agency committees or special projects as assigned.

General Maintenance Duties

The Assistant Facilities and Maintenance Manager is tasked with ensuring the cleanliness and maintenance of the building while maintaining records of all maintenance schedules for mechanical systems. This role involves troubleshooting issues as they arise and ensuring compliance with all applicable codes. They notify management of major repair needs and contribute to outdoor maintenance tasks like snow removal, lawn care, and landscaping. The manager disposes of refuse daily, maintains a hazard-free workspace, and ensures that all equipment is cleaned and stored appropriately.

Support Personnel Management

Assist in the assignment and supervision of maintenance, housekeeping, and door personnel. Helps assess personnel performance and ensure evaluations are conducted timely. Support with schedule and ensuring adequate staffing levels, including full-time, part-time, and on-call employees.

Operations Oversight

Assist in monitoring and maintaining compliance with ADA, Medicaid, and other regulatory requirements. Supports planning and executive of facilities capital projects to meet deadlines and budgets. Troubleshoots and resolves facilities-related issues and implement Risk Management Policies.

Facility Management

Assists in conducting routine inspections and ensuring the completion of maintenance requests. Perform minor repairs, including painting, plumbing, and electrical work, as needed. Helps regulate building systems, such as thermostats, and HVAC units, to optimize energy efficiency.

Procurement and Budget Support

Request and track department expenses with appropriate approvals for larger purchase. Ensure cost-effective sourcing of materials and vendor services.

Vehicle Management

Through hands-on training, this role will work closely with the Facilities Manager to ensure timely maintenance and repair of agency vehicles. Assist in tracking vehicle inspection schedule and maintaining accurate maintenance logs. Support efforts to ensure the transportation fleet complies with safety and operation standards. Perform minor vehicle repairs when possible, including basic maintenance tasks such as oil changes, filter replacements, or tire inspections.

General Requirements:

Sensitivity to cultural diversity is required. Will be subject to drug and alcohol screening, as well as aptitude and skills testing. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to perform the essential functions.

Education/Experience:

Must have High School diploma or equivalent and at least three years of experience as Maintenance Technician and/or supervisor. Experience in the construction field and knowledge of basic plumbing, vehicle repair, electrical, general carpentry and repair either through formal training or internship. Competency to learn and grow administrative and supervisory skills. Excellent organization and time management skills. Should possess a good safety record in previous positions. Must have a hands-on working background with tools.

Language Skills:

Bilingual in Spanish preferred.

Computer Literacy & Knowledge Skills Abilities:

Microsoft Office applications including, but not limited to: Outlook, Word, and Excel; use of computers to enter, access or retrieve data.

Mathematical Skills:

Intermediate Math skills: reading and summarizing data and statistical reports; understanding logic models and task analysis as well as their applications; and developing budgets, and computing figures.

Operating Environment and Working Relationships:

Strong people skills; works collaboratively and routinely with all areas of the Agency and staff and requires interaction with participants in their homes. Good interpersonal skills; ability to get along with diverse persons, personalities; must be tactful, mature, and flexible. Provides information to Agency Facilities Director, Program Director, supervisors, co-workers, and subordinates by telephone in written form, e-mail, or in person. Develop constructive and cooperative working relationships with others, and maintain them over time. Must be able to give full attention to what other people are saying,

taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Decision Making Authority:

Exercises discretion, independent judgment in executing tasks; must be tactful, mature and flexible and must possess good reasoning abilities, sound judgments.

People Management

Must have managerial/supervisory skills; strong management and people skills; and ability to motivate, develop, and direct people as they work, identifying the best people for the job. Ability to administer a broad range of program objectives; ability to express oneself clearly and effectively; ability to get along with diverse persons and personalities; ability to be tactful, mature, and flexible; and knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Remote Work/Technology (WIFI)/Mobile Phone Usage:

Not eligible for remote work. Required to have a personal cellphone, and be able to respond during working and non-working hours. Casa Central has a Personal Cellphone Usage Policy that includes a reimbursement amount.

Physical Demands:

The physical 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. While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to use hands. Must be able to lift and carry 25lbs.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Disclaimer:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this job description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

I acknowledge and understand that:

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.

Employee Signature/ Firma de Empleado: _____

Date/ Fecha: _____

