

SAFE, Inc.
JOB DESCRIPTION
Revised 4-2-15

Job Title: **Facility Project Management**

Reports to: Associate Director

Location: Safe office, stores and shelter

FLSA: Non-exempt

Approved by: _____ Date: _____

General Summary

Responsible for facility planning, maintenance and management for facility projects for SAFE's offices, shelter and stores. Coordinates and manages security, keeping processes and equipment functioning. Assists with picking up and delivering merchandise for SAFE stores and set up and take down of Events for SAFE when needed.

Principal Duties and Responsibilities

1. Maintains facilities and security systems and problem solves issues, including changing light bulbs, filters and maintenance on machinery associated with facilities (Heat pumps, generators, etc.) determines when to bring in contractors to solve facility problems.
2. Assess facilities for usability and needs and develop plan for facility use and maintenance. Monitors progress on plan and evaluates.
3. Manages project planning and flow for facilities of SAFE.
4. Works with local contractors to secure bids, schedule work and to carry out major facility projects. Coordinates the work of multiple vendors on complex projects.
5. Paints, hangs pictures, repairs closets, patches dry wall and completes other minor projects to maintain facilities.
6. Handles purchasing for facility needs.
7. Completes small construction projects.
8. Assists with picking up and delivery store merchandise/metal runs when flow demands.

Facility Maintenance and Project Management

9. Assists Store manager and sales associate with store duties throughout the day as requested, including daily trash management.
10. Coordinates volunteers and Schenk job Corp students to complete projects and services. Gives direction, answers questions and solves problems.
11. Keeps facilities clean, safe and hazard-free. Reports work hazards or incidents to supervisor immediately. Reports customer, client or volunteer relations issues to supervisor the same day they become known.
12. Promotes a positive image of SAFE in the community. Participates in fundraising activities, community awareness events, presentations, and other outreach activities as needed.

Knowledge, Skills and Abilities Required

1. High school diploma or equivalent. Some college preferred.
2. Competence in using computer including: word, excel, data base, internet resources, etc.
3. Have valid North Carolina driver's license, an excellent driving history and ability to drive SAFE pickup and box trucks.
4. Ability to create and manage facility use, security, maintenance and project plans.
5. Customer service and interpersonal skills to assist donors, customers and volunteers, and vendors while promoting a positive image of SAFE.
6. Organizational skills and ability to multi-task, to handle constant requests from staff, donors, customers and volunteers for information and direction, in a quickly changing environment. Flexibility and willingness to pitch in and do whatever is needed to serve the organization.
7. Initiative and attention to detail, as well as working knowledge of construction, general repairs and maintenance to facilities are maintained in an orderly, clean and safe way.
8. Ability to lift and move heavy objects, bend and stoop to place and move merchandise, and spend most of shift walking or standing.
9. Agreement with SAFE's Mission, Philosophy, Vision and Core Values.

Working Conditions

1. Work takes place at retail stores (Attic and/or Attic Interiors) and throughout the community as pick-ups/deliveries dictate.

Facility Maintenance and Project Management

2. Requires heavy lifting, bending, stooping and excellent driving skills.

Reporting Relationships

1. Position reports to Associate Director
2. Does not directly supervise other employees. Provides direction to contractors, volunteers and Community Service Program participants.

The information provided in this document is intended to describe the general nature and level of work expected to be performed by the people assigned to this job. This document is not meant to be an exhaustive list of all duties, responsibilities, skills and working conditions associated with this job.