

POSITION DESCRIPTION

TITLE: Facilities Operations Manager
DATE: April 2016
JOB CODE: 763000
DIVISION: Senior Services
DEPT/PROGRAM: The Neighborhoods at St. Elizabeth
SUPERVISOR TITLE: Administrator
FLSA (EXEMPT/NON-EXEMPT) STATUS: Exempt
PAY GRADE:

SUMMARY:

The Facilities/Operations Manager is responsible for The Neighborhoods at St. Elizabeth. This includes overall responsibility for maintenance, housekeeping and contractual dietary services in the residential program and related building/structures; ensuring the safety and security of the building/grounds and operations of all facility systems and equipment. In addition this position ensures that all health department, OSHA/MOSHA, DHR and COA regulations and standards are met. This position reports to the Administrator.

JOB DUTIES / RESPONSIBILITIES:

- Responsible for maintenance and housekeeping all living and office space as well as the operation and maintenance of building systems and equipment (including but not limited to HVAC, water, electric, fire control, security systems and emergency backup systems).
- Oversees routine maintenance and repair of buildings, grounds, and physical plant systems.
- Reviews and assigns work requests for general maintenance work (carpentry, plumbing, minor electrical repair, etc.).
- Conducts building inspections to ensure staff have performed routine preventive maintenance and that equipment and systems are operating safely and efficiently.
- Performs or assists in maintenance activities as needed. Responds to emergencies on an on-call basis.
- Complies with and enforces all OSHA, MOSHA, COA, DHR and health department regulations and standard including safety and "right to know" laws.
- Coordinates major maintenance projects and emergency repairs. Assesses facility projects/problems to identify maintenance needs requiring external services.
- Contact outside contractors to schedule routine project/maintenance or to request emergency services.
- Provides direction and assistance to external contractors to ensure efficient, effective, and safe service.
- Monitors billing for outside services to ensure that bills are accurate and initiates payment.
- Negotiates contracts for major building and painting projects and maintenance services.
- Represents The Neighborhoods at St. Elizabeth when meeting with contractors, architects and field engineers in relation to construction related projects.
- Facilitates the coordination of The Neighborhood at St. Elizabeth's Maintenance staff with contractors, architects and field engineers in relation to construction related projects.
- Conducts regular building inspections and quality control checks.
- Develops departmental budgets and regularly monitors expenditures to ensure the department stays within budgetary limits.
- Prepares and oversees expenditures of capital budget. Monitors the operating budget monthly.
- Works closely with the Dietician and Director of Dietary and ensures the highest quality of food service.
- Coordinates insurance renewal and registration for agency vehicles.



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- Researches costs and coordinates with financial institutions the purchase or lease of new vehicles.

MINIMUM QUALIFICATIONS / REQUIREMENTS:

High school or GED, and 5-7 years facility operations/maintenance experience including 3 years supervisory experience. Excellent interpersonal, organizational, and listening skills are essential. Must have the ability to communicate effectively orally and in writing. Requires thorough knowledge of general building maintenance including HVAC, general carpentry, electrical systems and plumbing.

SKILLS / COMPETENCIES:

Must be able to independently resolve routine and emergency maintenance problems to ensure the safety and security of buildings, residents and staff. Ability to read building blueprints and maintenance manuals and supervise staff.

CATHOLIC CHARITIES COMMITMENTS:

The responsibilities of this position must be consistently performed using the following behaviors:

1. Honor and respect the **Dignity** of every person.
2. Encounter each person with **Compassion**.
3. Act with **Humility**.
4. Reach out to others in a spirit of **Collaboration**.
5. Serve with **Excellence**.
6. Act with **Integrity** in everything you do.

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Acknowledgement of Position Description

I have read the role description for **Facilities Operation Manager**. I fully understand and accept the duties and responsibilities that are outlined for my position. I will perform these duties and responsibilities to the best of my knowledge and ability.

Employee

Date