



# JOB NOTICE

Date: January 24, 2020

Closing date: February 3, 2020 or until filled

**APPLICATION PROCEDURES:** Send letters of intent and resume via INDEED or mail/ send interoffice mail to Box: FM, HR, COMPASS Family & Community Services, 535 Marmion Avenue, Youngstown, Ohio 44502.

**Department:** Maintenance

**Title:** Facilities Manager

**Shift:** Monday- Friday day turn, may also include evenings and weekends based on programmatic needs.

**Salary:** Comprehensive full-time benefit package and Competitive salary based upon experience.

## **Overview:**

Must be committed to COMPASS' Core Values of treating everyone with dignity and respect; being ethical, honest and having integrity; being team-oriented with a commitment to excellence; being engaged, supportive, and resilient; and being accountable and responsible to persons served, COMPASS and Community. The major duties of this position involve solving problems independently to resolve maintenance issues in a timely manner in order to ensure the safety and functionality of facilities and buildings. This position will entail working at an extremely fast pace, and will require working cooperatively with and through people in order to complete tasks, and will be integral in motivating others. The position requires team or collaborative work within the organization, and will be integral in bringing out the best in others.

This position will require a strong sense of urgency, initiative, and drive to get things done correctly, with emphasis on customer service, working with and through people in the process. Details and work assignments will need to be handled quickly and accurately. A variety of tasks in this position will require computer knowledge to manage site work orders, budgets and delegation of work assignments. Training and monitoring of work orders is required to ensure timeliness, efficiency and quality of services are completed. This position will involve controlling all aspects of the team's tasks, from initiation through to completion.

## **Facilities Manager Duties:**

- Directly supervise and provide guidance to maintenance team; which includes completion of performance reviews, program/department notes, coaching and disciplinary actions.

- Provide guidance and leadership to the maintenance team and administrators across the Agency on all processes and project/facilities management to ensure that all COMPASS facilities health, safety and compliance standards are maintained with efficiency and effectiveness.
- As needed, consult and assist the COO, Social Services Director, CEO, Human Resource Officer/ Safety Coordinator and maintenance team members on the monitoring, maintenance, repair and replacement of all agency major mechanical system and buildings.
- Manage and maintain the completion, monitoring and maintenance of Agency wide site specific safety and facilities inspections, reviews and reports. Review and audit data collected to ensure that timely, accurate and quality facilities processes are maintained and are in compliance with Agency wide accreditation and HUD standards.
- Serve on the COMPASS Safety Committee and provide necessary responses to committee recommendations and follow up with and report on health/safety issues identified to completion/resolution.
- Conduct routine building and ground maintenance checks and quality control checks
- Plan and oversee all day to day activities, direct troubleshooting, repair and installation activities as needed as well as equipment maintenance.
- Ensure that designated buildings/facilities are fit for purpose and to provide proactive support/solutions when required
- Obtain bids and oversee vendor activities which include the scheduling of repair and maintenance needs as required, work with outside contractors and closely monitor progress to ensure quality of finished work
- Develop, maintain, and implement Capital Improvement plans as well as scheduled and defined preventative maintenance and upkeep of facilities

### **Qualifications:**

**Education/Experience:** High School diploma or equivalent required; certificate in maintenance trade preferred. 5 years maintenance experience with maintenance management experience is required. Intermediate computer skills required including the use of Microsoft Office products.

**Miscellaneous:** Criminal background check; Pre-employment drug screen; Clear driving record; TB test. All COMPASS clients should be transported in a COMPASS vehicle. If a COMPASS vehicle is not available, then the staff member is responsible to verify that they maintain coverage through their own personal carrier for business related travel, including transporting of clients, and MUST provide proof of coverage to COMPASS prior to transporting any COMPASS clients.

**Personal:** Strong ability to solve problems independently and to work with emotionally disabled clients. Strong organizational skills and abilities. Ability to multi-task while maintaining accuracy and organization integrity. Ability to collaborate with staff and administrators. Being team oriented with strong communication skills and proficient computer skills using Microsoft office products.

**Physical Requirements:** Must be able to stand, walk, climb stairs and ladders; do occasional lifting up to 50 pounds.

**Exempt:** Not-eligible for overtime.

AN EQUAL OPPORTUNITY EMPLOYER - SERVICE PROVIDED  
THROUGH AFFIRMATIVE ACTION  
EOE-M/F/H including persons with disabilities and veterans