

Job Description Title:	Facilities Manager	Primary Supervisor(s):	West Run Housing Manager
Department/Group:	Maintenance	Secondary Supervisor(s):	Executive Team
Location:	West Run Housing Facility	Travel Required:	None
FLSA Classification:	Non-exempt	Position Status (FT, PT, etc.):	FT
General Workday/Week:	M-F, 8-4, on-call as needed	Physical Demands:	Heavy
Education and Experience:	High School Diploma or Equivalent	Performance Expectations:	See below
Mission Statement:			
Our programs employ the best practices in the industry and we employ them with the highest level of excellence that we know how. We seek constant improvement; improvement requires change. Therefore, change is the normal way of life in how we serve our clients and do business.			
Values:			
At the West Virginia Coalition to End Homelessness, we believe in what we do. People matter. People don't have roofs over their heads. People don't have doors that lock. We don't think that's the way things should be, and we are doing our best to stop it. Everyone at WVCEH has a part to play in ensuring people who are experiencing homelessness are stabilized in housing quickly and permanently.			
Position Summary:			
The Facilities Manager is responsible for the upkeep and repair of the physical building and grounds of the homeless housing facility. This role ensures a safe, clean, and functional environment for residents, staff, and visitors. The ideal candidate will have a diverse skill set in general maintenance and a strong commitment to supporting the facility's mission to provide a stable living environment for individuals experiencing homelessness.			
Primary Responsibilities/Essential Job Duties:			
<ul style="list-style-type: none"> • Perform routine maintenance tasks including, but not limited to, plumbing, electrical, painting, carpentry, and HVAC systems. • Respond promptly to maintenance requests and emergencies from residents and staff. • Inspect the property regularly to identify and address any maintenance issues. • Maintain the cleanliness and safety of the building exterior and grounds, including landscaping, snow removal, and debris cleanup. • Ensure common areas, restrooms, and hallways are clean and orderly. • Conduct regular inspections of safety and emergency equipment such as smoke detectors, fire extinguishers, and exit lights. • Develop and implement a preventative maintenance schedule for facility equipment and systems. • Maintain maintenance logs and records to ensure compliance with facility policies and regulations. • Assist residents with basic maintenance needs within their units as needed. • Coordinate with staff to support community events and activities, including setup and teardown of spaces. • Maintain inventory of maintenance supplies and equipment. 			

- Communicate to the Finance Specialist, in advance, needed supplies while adhering to budget guidelines.
- Ensure all work complies with local building codes and safety regulations.
- Report any safety hazards or facility damage to the West Run Housing Manager

PHYSICAL / ENVIRONMENTAL DEMANDS: *The table below shows how much on-the-job time is spent on the following physical activities:*

ACTIVITY:	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing				x
Walking				x
Sitting		X		
Using hands to finger, handle or feel				x
Reaching with hands and arms				x
Climbing or balancing			X	
Stooping, kneeling, crouching, or crawling			X	
Talking or hearing				x
Tasting or smelling	x			
Other: Please describe.				

This position is described as **heavy activity** performing strenuous daily activities of a maintenance nature. Ability to lift up to 50 lbs. and perform physically demanding tasks such as climbing ladders and operating machinery is required. Ability to work in varying weather conditions, both indoors and outdoors.

Equipment Used: Basic tools including hammer, screwdriver, etc., power tools, carpentry tools, plumbing tools, electrical tools and personal safety equipment

Materials Used: Office tools, and maintenance supplies (e.g., hammer,).

Noise: Moderate noise.

REQUIRED CERTIFICATIONS/EXPERIENCE

- High school diploma or equivalent required.
- Proven experience in building maintenance, preferably in a residential or community-based facility.
- Strong knowledge of general maintenance skills, including plumbing, electrical, HVAC, and carpentry.
- Ability to work independently and manage time effectively.
- Strong communication and interpersonal skills.
- Commitment to maintaining a safe, clean, and welcoming environment for all residents and staff.
- Valid driver's license and ability to pass a background check.

Benefits

- Benefits include health, dental, vision, PTO (4 weeks accrued over the first year), Holidays (12 per year), and 401K.

Salary

- \$16.83 - \$19.23/hr. Salary will be based on qualifications and experience. There will be minimal room for salary negotiations as this is a grant-funded position.

Competencies

To perform the job successfully, an individual should be competent in the work styles, knowledge, skills and abilities listed below.

Technical Proficiency

- **General Maintenance Skills:** Ability to perform routine repairs and maintenance tasks in areas such as plumbing, electrical, carpentry, and HVAC systems.
- **Tool & Equipment Knowledge:** Proficient in using a variety of hand tools, power tools, and maintenance equipment safely and effectively.
- **Preventative Maintenance:** Understanding of preventive maintenance procedures to minimize equipment breakdowns and facility wear and tear.

-

Problem-Solving & Decision-Making

- **Troubleshooting Skills:** Ability to diagnose and resolve maintenance issues quickly and efficiently, minimizing disruptions to the facility's operations.
- **Prioritization:** Capacity to prioritize tasks based on urgency and impact, ensuring critical issues are addressed promptly.
- **Resourcefulness:** Ability to find effective solutions and use resources creatively, especially in a budget-conscious environment.

Attention to Detail

- **Thoroughness:** Ensures maintenance tasks are completed accurately and up to safety and quality standards.
- **Safety Awareness:** Maintains a safe working environment by adhering to safety protocols and identifying potential hazards.

Communication & Interpersonal Skills

- **Team Collaboration:** Works effectively with facility staff, management, and external contractors to coordinate maintenance activities.
- **Resident Interaction:** Communicates respectfully and empathetically with residents, understanding the sensitive nature of their circumstances while addressing maintenance concerns.
- **Reporting:** Provides clear and detailed reports on maintenance issues, completed tasks, and equipment conditions to supervisors.
- **Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Oral Expression** — The ability to communicate information and ideas in speaking so others will understand.
- **Speech Clarity** — The ability to speak clearly so others can understand you.
- **Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.
- **Problem Sensitivity** — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem.

Adaptability & Flexibility

- **Multitasking:** Ability to handle multiple maintenance requests and emergencies simultaneously without compromising quality or safety.

- **Adaptability:** Willingness to adapt to changing priorities and work environments, including responding to urgent situations outside of regular working hours.

Organizational Skills

- **Time Management:** Manages time effectively to ensure timely completion of maintenance tasks and projects.
- **Inventory Management:** Maintains an organized inventory of tools, equipment, and supplies to support efficient operations.

Customer Service Orientation

- **Resident-Focused Service:** Demonstrates a commitment to providing a clean, safe, and functional living environment for residents, addressing their needs promptly and professionally.
- **Conflict Resolution:** Handles complaints or concerns from residents or staff in a calm and constructive manner, seeking resolutions that maintain a positive environment.

APPROVAL AND ACKNOWLEDGEMENT

Manager's Name

Title

Manager's Signature

Date

Employee's Name

Title

Employee's Signature

Date