

VILLAGE OF PROGRESS, INC.

JOB DESCRIPTION

JOB TITLE: Facilities Manager

RESPONSIBLE TO: Assistant Director

DATE: Revised 2/25

FLSA STATUS

EXEMPT:

NONEXEMPT: Yes

EMPLOYMENT STATUS

REGULAR	X
TEMPORARY	X
VARIES	X
FULL-TIME	X
PART-TIME	X
VARIES	X

PRIMARY PURPOSE:

The primary purpose of this position is to maintain the buildings and grounds, including all electrical, plumbing, heating and a/c/ systems, in good running order.

SPECIFIC DUTIES: (Listed in order of importance) ESSENTIAL FUNCTIONS are those assigned a percent of time)

Facilities and Vehicle Maintenance (45% to 50%)

- Services and maintains all electrical, plumbing and heating equipment and systems.
- Completes installation of new equipment as needed.
- Completes all routine servicing and oil changes of company vehicles and, when requested, keeps them gassed.
- Recommends additional vehicle service and certifications, as appropriate.
- Services the kitchen equipment.

Building & Grounds (15% to 20%)

- Ensures that driveways and walkways are plowed, shoveled and salted as needed in the winter.
- Ensures that landscaping and grassy areas are kept mowed and trimmed.
- Regularly looks for needed structural issues and recommends repairs.

Staff (5% to 10%)

- Completes a yearly performance review on self and submits to his/her supervisor for review and comment.
- Maintains open communication with the Program Manager regarding needed repairs and improvements to the workshop

Substitute Driver (10% to 15%)

- Makes timely and accurate pick-ups and deliveries to area businesses, when other drivers not available.
- Operates vehicles in safe manner.

Safety (10% to 15%)

- Supervises and instructs individuals on proper use of shop equipment.
- Aware of lockout/tagout procedures and uses them as needed.
- Alerts Safety Director or Safety Officer and Program Manager of hazardous or unsafe working conditions.
- Uses protective gloves and is aware of safety precautions when the potential exists for coming in contact with blood, urine, bowels, saliva or vomit.
- Uses protective goggles, apron, hard hat, etc. when working on or adjacent to machinery requiring safety precautions and instructs the consumers in their proper usage.
- Is aware of the availability of hepatitis vaccinations and makes a decision rather to take the series.
- Is aware of the availability of lift-ease back support belts, their location and proper usage and wears as appropriate.
- Helps maintain the warehouse and production area in a safe and organized condition.
- Responsible for seeing that agency vehicles needing state safety checks are tested within required intervals
- Each year during the month of January, review the procedures for re-setting the alarm system at our agency and our Herrmann Complex with our Executive Director and Production Manager.
- Contacts the Oregon Fire Department annually, requesting that an inspection be made of our premises.
- Accompanies visiting personnel on tour of agency when related to safety.
- Reports any occurrence(s) or allegation of an occurrence(s) of the following:
 - ▶ Consumer abuse or neglect
 - ▶ Failure to follow agency policies and procedures intended to ensure the safety and well-being of consumersReport to:
 - ▶ Your supervisor (if occurrence or allegation is directed at your supervisor, report to one of our VOP Investigators)
 - And/or
 - ▶ Office of Inspector General (OIG)

Failure to comply with this directive may result in termination.

Other

- Runs agency errands as needed.
- Works on subcontract jobs as needed.
- Serves on safety committee.
- Contributes to the overall cleanliness of the area.
- Accepts and completes other duties as assigned.

PERSONNEL UNDER DIRECT SUPERVISION:

None

MINIMUM QUALIFICATIONS:

High School diploma

Experience with electrical, plumbing, heating and a/c equipment.

Basic knowledge of vehicle maintenance.