



Job Title:	Facilities and Maintenance Manager
Department:	Shelter Operations
Job Classification:	Full Time; Salaried, Exempt Position
Job Relationships:	Reports to the Executive Director
General Purpose:	Responsible for the maintenance and care of the ARLGP campus

PRIMARY PURPOSE: To facilitate the efficient operation of the shelter and additional buildings in accordance with established policies and procedures and to ensure the proper repair and maintenance of facilities, equipment and grounds. To initiate and maintain relationships with vendors/contractors in our community to the benefit of the organization.

PRIMARY RESPONSIBILITIES:

- Responsible for providing effective and proper routine and preventative maintenance and repair for efficient operation of the ARLGP campus including heating, refrigeration, cooling, sanitation systems, vehicles, appliances, laundry equipment and security/alarm systems.
- Assess and consider daily 1) the safety of our employees, 2) the security of our assets and 3) the service to our customers
- Initiate and promote satisfactory relationships with and supervise outside contractors and vendors executing the maintenance of the ARLGP grounds, buildings, equipment and vehicles
- Prepare and submit proposed budgets and facility recommendations to the Director of Operations and the Executive Director in accordance with approved guidelines
- Manage facility maintenance schedules for required regular maintenance of systems and for licensing and certifications
- Performs maintenance and repair work, or arranges for such work to be completed as needed to ensure buildings, appliances and shelter areas are safe to employees, public and the animals

- Ensures maintenance supplies and parts are on hand so that repairs can be made within budget and in a timely manner
- Monitors budget and related areas for assigned department and maintains spending limits as applicable
- Oversees and maintains the overall appearance and functionality of the premises
- Provides necessary training for staff and volunteers to ensure proper operation and usage of the organization's facilities
- Coordinates storage of all shelter supplies
- Orders shelter materials and supplies and maintains a working-level inventory

SUPERVISORY RESPONSIBILITIES:

- Supervises the Facilities Coordinator's daily work flow and activities

ADDITIONAL RESPONSIBILITIES:

- Oversee the set-up and tear-down of special events as needed and storage of equipment
- Travel to offsite locations based on the needs of the organization
- Maintain suitable employer/employee relations within the organization
- Interview applicants/ contractors in areas of responsibility as needed
- On-call for building emergencies and after hours alarm calls
- Other duties as assigned as the needs of the organization dictate
- Works reliably independently with consistent feedback on status of current projects

SKILLS & ABILITIES NECESSARY:

- Candidates should have excellent communication skills, strong organizational skills, and the ability to work effectively with others, as coordination with multiple departments within the organization is frequently required
- Computer skills required including Word, Excel, email and all other forms of electronic communication
- Building maintenance and grounds care experience
- Project management experience

MINIMUM QUALIFICATIONS REQUIRED:

- Bachelor's degree or equivalent combination of education and experience
- 10+ years of experience in facilities maintenance
- Proactive, positive, 'recycle, reuse and repurpose' attitude
- Valid Maine driver's license with good driving record
- Must be able to lift at least 50 lbs.
- Able to access a non-handicapped accessible building several times per day as well as climb steep stairs unassisted.
- Able to scoop, bend, twist, lift and squat as part of normal job functions.

WORK ENVIRONMENT

While performing the duties of the job, the employee is frequently exposed to odors or airborne particles including animal fur and toxic chemicals. The noise level in the work environment is very loud. Frequent driving between facilities is required. This position is a member of ARLGP Management Team and is required to be available after hours and on weekends as necessary.