



JOB TITLE: Facilities Manager

DEPARTMENT: Shelter Operations

JOB CLASSIFICATION: Full Time; Salaried, Exempt Position, Essential Personnel

ACCOUNTABILITY: ARLGP Leadership Team

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 HVAC, refrigeration, pet sanitation systems, waste management, vehicles, appliances, laundry equipment and security/alarm systems.
- Assess and consider daily 1) the safety and comfort of our employees, animal guests and patrons 2) the security of our assets.
- 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 the 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.
- Maintain MSDS sheets, safety training and active threat training.
- Coordinates ordering, inventory and storage of all shelter supplies.
- Orders shelter materials and supplies and maintains a working-level inventory.

SUPERVISORY RESPONSIBILITIES:

- Supervises the Facilities team's daily workflow and activities.
- Supervises contracted workers/companies providing oversight and direction for contractors. This includes supervision outside of normal business hours, nights and weekends.

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 maintenance and building emergencies including after-hours alarm calls and weather related events and operational issues.
- Other duties as assigned as the needs of the organization dictate.
- Works reliably independently with consistent feedback on the status of current projects.

SKILLS & ABILITIES NECESSARY:

- Building maintenance and grounds care experience
- Be able to perform basic building maintenance and repair tasks, including basic carpentry, plumbing, painting, and equipment maintenance tasks.
- Project management experience
- 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.

MINIMUM QUALIFICATIONS REQUIRED:

- College degree or equivalent combination of education and experience
- 5+ 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.

- Must be able to shovel snow.
- Able to work from step ladders.
- Able to work with arms overhead.
- Able to scoop, bend, twist, lift and squat as part of normal job functions.
- Pass pre-employment physical assessment.

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 regular business hours and on weekends as necessary.

TO APPLY

Please submit a cover letter outlining your qualifications, reasons for pursuing a career in animal welfare and salary requirements, along with your resume to jobs@arlgp.org with the subject "Facilities Manager."

The ARLGP will review applications that meet the above submission requirements for the job posted. Due to the significant interest in our job openings, follow-up communication is limited to candidates who meet the posted qualifications. If you have not been contacted within a month of application, you may assume that you have not been selected as a candidate. Due to the volume of interest in our positions, no calls please.