

Maintenance & Facilities Manager

Position Description

The Maintenance & Facilities Manager is responsible for overseeing facility maintenance in a variety of capacities, including maintaining health and safety standards, ensuring compliance with repairs and maintenance schedules, and coordination with vendors. This position requires demonstration of competency in the following areas: listens and gets clarification, balances team and individual responsibilities, gives and welcomes feedback, treats people with respect, keeps commitments, follows policies and procedures, completes administrative tasks correctly and on time, supports the organization's goals and values, adapts to changes in the work environment, is punctual, ensures work responsibilities are covered when absent, asks for and offers help when needed, displays willingness to make decisions, supports and explains reasoning for decisions, includes appropriate people on decision-making processes, observes safety and security procedures, reports potentially unsafe conditions.

Responsibilities

The duties of this position include and are not limited to the following:

- Maintain all facilities to a level that ensures the health and safety of staff and residents, in accordance with the Annual Maintenance Schedule.
- Respond to general maintenance requests including, but not limited to: repairing holes in walls, painting, fixing damaged property, purchasing and installing equipment, etc.
- Conduct room inspections upon resident move-out to ensure resident safety, and conduct needed repairs.
- Maintain properties in a neat and orderly fashion. Coordinates grounds maintenance work and building upkeep.
- Conduct or schedule repairs as needed, including emergency repairs, and coordinate with outside contractors when necessary for work outside of the scope of expertise for the job
- Maintain annual safety check of fire alarms, first aid kits, smoke detectors, fire extinguishers, and furnace.
- Maintain facility to ensure compliance with ADA regulations.
- Obtain and submit bids and recommendations for major maintenance to the Executive Director.
- In collaboration with administrative assistant, coordinate volunteer work groups for various maintenance projects.
- Occasionally lift up to 50lbs, have specific vision abilities in order to accommodate appropriate depth perception, and ability to alternate between walking, sitting, standing, and climbing.



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Qualifications & Requirements

- Working knowledge of hand tools and maintenance techniques.
- At least 3 years of experience providing maintenance services
- Must be able to lift, push, and pull 50 lbs on a regular basis and be able to squat, kneel and climb.
- Demonstrated ability to communicate effectively
- Successful completion of a criminal background check
- Must have a dependable vehicle, valid WA state drivers license, and proof of insurance
- Must be willing to follow directions, work independently and as a team member
- Must be able to maintain strict confidentiality
- Ability to work with individuals from diverse economic, cultural, and social backgrounds
- Excellent verbal and written communication skills.
- Ability to establish and maintain effective working relations with staff and associates.
- Commitment to respecting individual differences and serving diverse population.
- Positive, problem solving attitude with a willingness to provide and seek guidance from team members.
- Passion for ending gender-based violence.
- Individuals with additional language fluency in Russian, Spanish or sign language are preferred and will receive a 5% salary range premium after a successful probationary period.
- DVSAS is committed to respecting and reflecting diversity. Survivors are encouraged to apply.

DVSAS Mission

The Mission of DVSAS is to support individuals affected by domestic violence sexual assault, and sexual exploitation, and to lead the community toward ending those abuses of power.

Pay Range

This is a 0.20 FTE non-exempt position that pays \$15—\$22 per hour. Starting salary is generally offered within the beginning third of the pay range.

Employee Benefits

DVSAS offers employee medical benefits, retirement, an employee assistance program, paid sick leave, and paid vacation.

How to Apply

Submit a resume, cover letter, and application (found at DVSAS.org) to mtinsley@dvsas.org.



**Domestic Violence and
Sexual Assault Services**
ending violence, transforming lives

1407 Commercial St.
Bellingham, WA 98225
www.dvsas.org

24 hour helpline: 360.715.1563
toll-free: 877.715.1563
*accepts 711 and other relay calls
Se habla español.*