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**California Human Development**

**Job Description**

**Employee Name:**

**Job Title:** Facilities Manager  
**DIVISION/Department:** Administration

**Reports To:** Chief Operating Officer

**FLSA Status:** Exempt

**Location:** Chief Operating Officer  
**Revised Date:** 03/19/2021

**Summary Description**: The Facilities Manager will be responsible for overseeing all building-related activities at all twenty-four (24) California Human Development locations including ensuring the safety, security, and appropriate maintenance of all buildings under CHD’s ownership and lease. The Facilities Manager also directs the activities of maintenance staff to maintain buildings, grounds, and equipment involving electrical, mechanical, heating and air conditioning systems. Requires a high level of professionalism in communication and working with people as well as effective organization and accuracy in a fast-paced environment. Ability to relate constructively with all components of the organization is essential.

**DUTIES AND RESPONSIBILITIES:**

*Maintenance*

* Performs routine maintenance of Santa Rosa properties.
* Creates, Implements and oversees preventive maintenance schedules of all CHD properties.

*Operations*

* Provides assistance and guidance as necessary to Maintenance Managers and Technicians.
* Inspects and evaluates site systems including:
  + Answering Service
  + Emergency system service
  + Alarm systems
  + Well/septic/fire systems
  + Generators

*Disaster Planning*

* Creates and maintains disaster plans for all locations including maps and protocol.
* Acts as point person for any required evacuations for each site.
* Maintains CERT certifications and training for each site.

*Inventory*

* Manages the storage and inventory for all CHD locations, acts as the clearinghouse for equipment and furniture needs by way of checking inventory and receiving requests from staff.
* Maintains all corporate inventory with a labeling system and use of an inventory database management system.
* Sources and maintains vendor list for equipment/furniture related purchases.
* Maintains building plans, key inventory and access codes to all CHD buildings.

*Safety Team Member*

* Represents the Santa Rosa Headquarters office as a member of the safety committee.
* Aids in creating agenda and coordinating monthly safety committee meetings.
* In conjunction with Human Resources, reviews employee safety onboarding and orientation, to ensure contract/program compliance and help foster a safety conscientious work environment.
* Makes recommendations for, maintains, and inspects building security systems including alarm, fire safety, and surveillance systems.

*Other*

* Coordinate office moves when required.
* Management of LEASE.
* Works with the Program Director, Property & Assets on the implementation of new building projects.
* Manages workspaces including coordination and oversight of office modifications, renovations, and remodels.
* Other duties as assigned.

**Supervisory Responsibilities**

* No direct reports.

**Required Skills and Abilities**

* Ability to travel to various locations.
* Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
* Ability to write reports, business correspondence, and procedure manuals.
* Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
* Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
* Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
* Ability to define problems, collect data, establish facts, and draw valid conclusions.
* Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
* Possess basic clerical skills with working knowledge of Microsoft Office products including Word and Excel.
* Working knowledge of fiscal policies and procedures, purchasing, contractor and contract compliance.

**Education and/or Experience**

* High school diploma or general education degree (GED)
* Five years related experience and/or training
* Equivalent combination of education and experience
* Experience with automated work order system

**Certificates, Licenses, Registrations**

* Contractor’s License preferred
* Certified Maintenance Manager preferred
* Trade Group Certification preferred
* Valid California drivers’ license, proof of auto insurance and be insurable under agency policy required

**Physical Requirements**

Regularly*:* Stand; Walk; Stoop, kneel, crouch, or crawl; Talk or hear; Lift and carry up to ten (10) pounds

Frequently: Reach with hands and arms; Climb or balance; Taste or smell; Lift and carry up to twenty-five (25) pounds

Occasionally: Sit; Lift up to one hundred (100) pounds

Vision: Must have close, distance, color, and peripheral vision. Must also have depth perception and ability to adjust focus

**Work Environment**

Regularly*:* Outdoor weather conditions

Frequently: Extreme cold or extreme heat; Risk of electrical shock

Occasionally: Wet or humid conditions; high precarious places, Fumes and airborne particles; Toxic or caustic chemicals; Work near moving mechanical parts; Vibration

Noise level: Loud (examples: metal can manufacturing department, large earth-moving equipment)

*This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time. All employees are to maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers, management and stakeholders. Employment at CHD is* ***at-will****. This means employment is for an indefinite period of time and it is subject to termination by the employee or by CHD, with or without cause, with or without notice, and at any time.*

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed by Human Resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_