Shelter KC
A Kansas City Rescue Mission

Job Title: Facilities Manager

Position Status: Permanent, Full-Time (Exempt)

Staff Supervisor: Chief Operations Officer

Job Overview: The Shelter KC Facilities Manager provides oversight for facility and property management at Shelter KC, including the supervision and performance of maintenance, repair, replacement, and janitorial services for the Men's and Women's Centers. This includes supervising volunteers, staff, and contractors.

Job Qualifications:

- Be willing to learn and able to demonstrate the knowledge and skills necessary to further develop and manage Shelter KC maintenance operations and those assigned to assist.
- Be a team player and able to work in an emotionally stressful environment at times.
- Possess good people's skills, be able to communicate effectively in written and verbal form, use sound judgment to make independent decisions when necessary, and take direction and constructive criticism.
- Be able to evaluate multiple courses of action, considering cost, durability, and functionality of each and be able to recommend the best course of action.
- Have management or supervisory experience and a minimum of a High School Diploma/GED. **Technical Certification(s) is required.**
- Oversee the maintenance and repair of all electrical, plumbing, HVAC, and other mechanical systems
- Minimum 3-5 years of facilities maintenance experience and computer literate.
- Be physically able to inspect facilities which may require climbing ladders, crawling in confined spaces, and negotiating varied and sometimes uneven surfaces, lifting objects more than 50 lbs.

Duties and Responsibilities:

- Supervise and schedule Maintenance Assistants and fellow staff
- Supervise participants in Shelter KC's Christian Community of Recovery (C-COR) assigned to maintenance and janitorial training
- Supervise and coordinate approved projects

Property (facilities, equipment, grounds)

- Oversee maintenance, repairs, improvements, and additions to Shelter KC property (to include systems such as security surveillance, kitchen fire suppression, HVAC and refrigeration systems, exhaust fans, snow/ice removal, pest free environment, etc.)
- Oversee all monthly inspections (Men's Center & Women's Center)

- Establish and implement a system to routinely inspect, repair and/or replace: All Shelter KC property and equipment.
- Receive and prioritize maintenance requests, complete repairs or assign to Maintenance Assistant or contract with outside vendor
- Develop a schedule for and keep accurate records of preventative maintenance of KCRM property.
- Ensure facilities are in compliance with the existing codes

Security

- Develop and maintain emergency/disaster preparedness and recovery plans
- Ensure a safe and secure work environment by developing policies, improving systems, and monitoring compliance.
- Secure and maintain key inventory and distribution

Vehicles

- Oversee maintenance of Shelter KC vehicles including licensure, registration, routine maintenance, mileage logs, accident reports and fillings
- Train staff on vehicle operation, safe driving, accident protocol and vehicle use policies

Administrative Duties

- As needs become known, research and negotiate purchases of service, equipment, materials, etc., being conscious of safety, security and cost, and advising appropriate staff members of concerns and/or suggestions.
- Determine supplies and equipment necessary for overall maintenance of facilities and property; arrange for rental or purchase as appropriate
- Maintain appropriate policy and procedures for facility and property management
- Maintain comprehensive documentation of equipment purchases, maintenance and repairs.
- Perform other duties as assigned

Travel Requirements: Rare, but possible for conferences, donor events and/or training events

Conduct: All employees must conform to Shelter KC's "Qualifications for Employment" and support the Shelter KC "Statement of Belief" as outlined in the Employee Handbook.

Initial 3-6 Month Short Term Goals:

1. Learn the vision and mission of SKC
2. Get to know the operation
3. Get to know the staff and their corresponding roles and responsibilities
4. Become proficient in the duties assigned