



FAVARH FACILITIES COORDINATOR

Summary: This position is responsible to complete tasks and repairs and demonstrate knowledge and experience to organize, manage and coordinate sub-contractors and vendors, as required; accomplish repairs and maintenance at all Favarh sites.

All maintenance items and projects will be prioritized in sequence of importance with follow through and oversight. Report and track of status and completion of items/projects is required. Oversee the detailed maintenance of all owned and leased properties/sites including but not limited, Group Homes, Day Programs, and Administration at 225 Commerce Drive, Canton. Responsible also for strategic management of Capital assets including records, scheduling and coordination of capital improvements.

Coordinate/Manage:

- Prioritizing requests and projects and strong attention to detail and follow up
- Being pro-active in identifying issues at all locations
- Being observant with potential issues at all locations
- Excellent organizational skills including efficient use of time and travel mileage
- Provide recommendations for Cost Effective alternatives
- Manage Projects from beginning to completion
- Provide oversight for all aspects of a task or project
- Demonstrate efficient cost savings systematic approach or method to plan, schedule and coordinate items, materials for facility or site transport.
- Coordinate vendors and contractors 'just in time work and schedules, as required
- Develop and submit monthly management status report of key projects plus ongoing tracking of key components of each structure, i.e., HVAC items, roofs, decks, appliances, walkways, driveways, etc.
- Demonstrate can do attitude and take ownership for details encompassing construction projects; demonstrate behaviors that reflect an "Owner's Representative" for construction projects in overseeing design, plans, contractors work and compliance with all internal, local and state requirements.

Tasks and Essential Functions

Skills Required - Technical

- General repairs – high level
- Carpentry – high level
- Painting – high level
- Plumbing – medium to high level
- Electrical – medium level
- Snow removal as designated
- Estimate and evaluate projects
- Maintaining Supplies Inventories as designated
- Tracking maintenance, replacement, and upgrade history, and future needs and projects by location
- Computer tracking using Maintenance Software and developing process to ensure routine maintenance and documents, contacts and information are automated and readily available.

Knowledge, Skills and Ability Levels Defined:

- High Level – design, plan and complete tasks and projects using ones own knowledge and skills.
- Medium Level – design, plan and complete tasks and projects using ones own knowledge and skills and occasionally with specialty vendors and/or assistance.

- Low Level – tasks and projects are primarily completed using outside vendors and contractors.

Other Requirements:

- Flexible schedule based on needs, requirements and emergencies
- Cell phone accessible
- Other duties as assigned

Education and Experience:

High school diploma or GED required, some college preferred or certified in technical certifications coupled with minimum of 10 years industry experience

Work Style:

Individual must possess integrity, demonstrate initiative/attention to detail, dependable/reliable, ability to deal effectively with ambiguity and problem solve effectively; flexibility/adaptability.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties this job entails, the employee is required regularly to use hands and fingers, handle and feel, hear and talk, and regularly stand up, walk, and sit. Many visions are needed in the performance of the job. The employee will use near vision, far vision, depth perception, and the ability to adjust focus.

Work Environment:

The noise level in the work environment is usually moderate.

Note:

This job description covers the most significant duties but does not exclude other assignments, related duties.

Job Type: Full-time

Benefits

Benefits: Health, Dental, Vision insurance; Retirement plan; Paid time off; Flexible schedule.