

Hi -  
If interested in being considered for this position ***please submit your resume and cover letter*** to both Molly Smith at [msmith@safehavenshelter.org](mailto:msmith@safehavenshelter.org) and Heather Drees at [hdrees@safehavenshelter.org](mailto:hdrees@safehavenshelter.org)



*Providing safety, space to heal, advocacy and empowerment for women, children and all survivors of domestic violence.*

## Facilities Maintenance Coordinator

Full-time 35-40 hours per week

\$17.17 hourly

*Schedule will include a variety of shifts to meet the maintenance needs of Safe Haven's Shelter and Resource Center.*

### Position Summary

The Facilities Maintenance Coordinator is responsible for overall facility management and maintenance including building maintenance, plumbing, electrical, carpentry, garbage/recycling management, janitorial and housekeeping, painting, water and sewage management, lawn maintenance and snow removal. In addition, the Facilities Maintenance Coordinator is also responsible for developing and implementing a comprehensive preventative maintenance program, as well as coordination and implementation of weekly, monthly, annually and seasonal job priorities.

### Essential Functions

#### Regular Upkeep

- 🔥 Inspect facility space/fixtures for deterioration, cleanliness and orderliness which includes but is not limited to stocking supplies, changing light bulbs, picking up supplies etc. weekly at both Safe Haven sites (Shelter and Resource Center).
- 🔥 Perform building service or grounds related tasks required for routine cleaning, construction and/or clearing of roads/walkways, and other work of a general maintenance nature including but not limited to lawn care, gardening, snow/ice removal, etc.
- 🔥 Perform weekly cleaning and organization at both sites which includes, but not limited to, all main areas, bathrooms, kitchen, play areas, etc.
- 🔥 Manage functions relating to garbage collection and recycling. This includes removing, or organizing removal of all garbage, recycling and other refuse off site and ensuring that the collection of garbage minimizes animal nuisance issues (i.e. bears, raccoons).
- 🔥 Repair damage regularly and in the timeframe designated by your supervisor.
- 🔥 Paint (indoors and out) as needed or directed in the timeframe designated by your supervisor.

#### Routine Maintenance and Repair

- 🔥 Perform maintenance tasks that arise in a timeframe designated by your supervisor.
- 🔥 Perform basic emergency repairs as needed and directed.
- 🔥 Create and maintain regular upkeep routines for all equipment and keep organized, up-to-date maintenance logs for equipment.
- 🔥 Ensure that systems are maintained and monitored including septic, water, fire, electrical, etc. and keep organized, up-to-date maintenance logs of these systems.
- 🔥 Ensure all equipment is in proper condition and good working order.
- 🔥 Request and coordinate the services of crafts/trade personnel, as necessary with authorization from supervisor..
- 🔥 Ensure safe and well maintained facilities to enhance the experience for Safe Haven clients.

#### Safety and Security

- 🔥 Maintain shelter security at all times.
- 🔥 Identify problems and facilitate maintenance and repairs to systems including water, sewage, refrigeration, heating, natural gas, fire and other systems.
- 🔥 Perform monthly tests of the fire alarm and security (including 'panic button') systems and keep organized, up-to-date logs for these tests.

## General Responsibilities

- 🔥 Manage competing priorities effectively and in the timeframe designated by your supervisor.
- 🔥 Maintain professional boundaries with all clients and staff.
- 🔥 Role model positive behavior, interactions, conflict resolution etc. for our clients and the community.
- 🔥 Employ strong ethical values.
- 🔥 Adhere to agency personnel policies and directives by supervisory staff.
- 🔥 Exercise computer skills including, but not limited to, word processing, data entry, spreadsheets and email.
- 🔥 Demonstrate consistency and dependability in regard to scheduled shifts and/or work hours.
- 🔥 Utilize effective organizational skills.
- 🔥 Impeccable ability to follow through with assigned, and/or self-directed tasks.
- 🔥 Understand the dynamics of domestic violence.
- 🔥 Accept cultural, racial, religious, affectional orientation, economic differences between people.
- 🔥 Ability to be warm, friendly, positive and approachable.
- 🔥 Dress in a clean and professional manner suitable for accomplishing all responsibilities.
- 🔥 Efficiently perform other duties as assigned by your supervisor.

## Qualifications and Requirements

### Essential Qualifications

- 🔥 Motivated to do the best work possible for Safe Haven.
- 🔥 Minimum of high school diploma or GED and two years' work experience in facilities maintenance.
- 🔥 Must be 21 years of age or older.
- 🔥 Ability to pass a criminal background check.
- 🔥 Knowledge of and/or experience working with people from diverse backgrounds.
- 🔥 Knowledge of custodial/light maintenance work duties and best practices, ability to perform such skills as required.
- 🔥 Ability to lift a minimum of 75 lbs. and physical dexterity to perform duties and responsibilities of this job, including heavy work and exposure to inclement weather.
- 🔥 Must have a valid driver's license and auto insurance minimums set by the agency.

### Desired Qualifications

- 🔥 Bachelor's Degree
- 🔥 Bi-lingual

*Safe Haven Shelter & Resource Center does not discriminate on the basis of race, color, creed, national origin, religion, sex, affectional orientation or gender identity, political affiliation, marital status, status with respect to public assistance, disability, or age in the delivery of services or employment practices.*