



**Position:** Facilities Manager Assistant

**FLSA Classification:** Non-exempt

**Status:** Part Time

**Reports to:** Facilities Maintenance Manager

## **Job Description**

### **Summary/objective**

Under the direction and supervision of the Director of Workforce Development, the Part-time Facilities Manager Assistant is responsible for security, customer service and cleanliness of entire facility while overseeing facility operations.

### **Essential functions**

- Maintain and repair tools and equipment used for upkeep of buildings
- Complete administrative duties including, but not limited to, requesting quotes, maintaining budget, scheduling workers and maintaining licenses
- Order supplies and equipment
- Retrieve maintenance requests from email or Electronic Health Records System (FYIdB)
- Schedule donation pick ups
- Schedule maintenance and jobs (floor waxing, lawn care, cleaning days, etc.)
- Work with the Development Director & Special Events coordinator on special activities, fundraising events, alumni
- Organize workshop tools
- Maintain calendar for routine maintenance and tasks.
- Timely completion of requests submitted on the Building Maintenance Forms.
- Maintain professional working relationships with service contractors and service inspectors.
- Report any dangerous situations immediately to Facilities Manager or COO
- Assist with maintaining inventory list of property, furniture, televisions, microwaves, etc.
- Meet weekly with Facilities Manager to report on work progress.
- Assist with Social Enterprise duties as needed
- All other duties as assigned by the Facilities Manager or Chief Operations Officer.
- Onsite attendance is required

### **Competencies**

- Ability and willingness to work in a manner that will not needlessly endanger the safety of one's self, other persons, and equipment
- Ability to establish and maintain harmonious working relationships with co-workers, clients and the general public.



- Willingness to attend workshops, seminars and school in order to adapt to changing technology

### **Supervisory responsibilities**

N/A

### **Work environment**

Office/Agency/Outside grounds setting

### **Physical demands**

- Ability to meet physical, mental and visual standards of the job.
- Maintain and repair tools and equipment used for upkeep of buildings
- Schedule and facilitate emergency drills (fire, tornado, armed intruder, etc.)
- Responsible for seasonal upkeep (i.e., snow removal, landscaping, painting, etc.)
- Routine insect control spraying.
- Discard unneeded furniture, property, etc.
- Assist with maintaining and repairing Mariners Inns' vehicles.
- Ability to stare at computer for up to 6 hours at a time and use FYIdB system.
- Ability to lift 40-50 lbs.

### **Required education and experience**

- High school diploma or equivalent; provide official education transcript
- Minimum of one year maintenance experience
- Possess or obtain a valid First Aid/CED/CPR certification

### **Additional eligibility requirements**

- Minimum of one (1) year sobriety, if recovering.
- Possess a valid State of Michigan driver's license and meet the MVR criteria by obtaining an annual drivers clearance from Secretary of State
- Covid-19 vaccination per agency policy requirements

### **Other duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.



How to Apply: Please submit your resume with cover letter via email to [humanresources@marinersinn.org](mailto:humanresources@marinersinn.org) no later than June 30, 2024. In the email subject, please enter the position you are applying for. No phone calls or faxes will be accepted