

MARINERS INN

TITLE: Facilities Manager Assistant **EFFECTIVE DATE:** 9/26/2016
Classification: Non-exempt
Status: Part Time
REPORTS TO: Director of Workforce Development Department
REVIEW DATE: 12/16, 12/17, 1/18, 3/19,
5/20, 9/21, 10/22
SUPERVISES: None **REVISED DATE:** 12/16, 9/21, 10/22

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.

RESPONSIBILITIES:

- 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
- Schedule and facilitate emergency drills (fire, tornado, armed intruder, etc.)
- Responsible for seasonal upkeep (i.e., snow removal, landscaping, painting, etc.)
- Organize workshop tools
- Maintain calendar for routine maintenance and tasks.
- Timely completion of requests submitted on the Building Maintenance Forms.
- Routine insect control spraying.
- Maintain professional working relationships with service contractors and service inspectors.
- Report any dangerous situations immediately to Facilities Manager or COO
- Discard unneeded furniture, property, etc.
- Assist with maintaining inventory list of property, furniture, televisions, microwaves, etc.
- Assist with maintaining and repairing Mariners Inns' vehicles.
- 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.
- Ability to lift 40-50 lbs.
- Ability to stare at computer for up to 6 hours at a time and use FYIdB system.

QUALIFICATIONS:

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

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 no later than October 31, 2022. In the email subject, please enter Mariners Inn: **Part-time Facilities Manager Assistant** position. No phone calls or faxes will be accepted.