



Facilities Manager Job Description

Job Summary:

The Facility Manager is responsible for the coordination of all facility operations and maintenance of the HART Animal Center. In addition, this person oversees Security. Job duties include the coordination of building maintenance, IT, environmental/safety regulation compliance, grounds maintenance, vehicle maintenance, and management, assisting with the organization of events, training, and other duties as assigned. This person must be able to learn the Center's software program, Cornerstone. The individual has supervisory and budgetary responsibility and reports to the Executive Director. Problem-solving ability is imperative to this position.

Responsibilities:

- Responsible for the overall interior and exterior of the HART Animal Center.
- Coordinates facility-related maintenance with outside contractors and keeps an updated contractor/vendor list for specific maintenance jobs.
- Keeps maintenance calendar and records of annual inspections (washer/dryer, air filters, sprinkler system, etc.)
- Assesses facility-related work requisitions from supervisors; procure contractors and supplies/equipment needed and schedule work in a timely manner.
- General maintenance of routine work (changing lightbulbs, touch-up painting, maintaining dog runs, windows, outside maintenance, etc.).
- Works with departments to update Standard Operating Procedures (SOPs) every year.
- Provides support to all staff members as it relates to the facility, operations, administration, and events.
- Supervises Security staff, ensuring that all hiring practices, employee disciplinary actions, and expectations of these employees are in accordance with the federal, state and local laws.
- Assigns tasks for volunteers and community service and coordinates with Communications Coordinator.

- Supervises procurement and maintenance and upgrades of furniture, utilities, computers, security systems, and signage for the overall facility.
- Coordinates maintenance and cleanliness of transport vehicle; keeps sign-out record, making sure each driver is responsible for the interior cleanliness of the vehicle.
- Supervises facility usage, operations, and equipment and computer maintenance.
- Must be able to lift at least 50 pounds.
- Checks and purchases household supplies weekly.

Education and Experience:

- Experience and or knowledge of facility maintenance, basic IT, and ability to learn specific requirements of facility operations and maintenance.
- Demonstrated knowledge of techniques for dealing with dogs and cats and the requirements of an animal shelter, veterinary clinic, or adoption animal center.
- Knowledge of budget management and forecasting.
- Knowledge of the goals of HART for Animals, Inc. is desirable but not required to be hired for the position.

Equal Employment Opportunity:

It is the policy of HART for Animals to afford equal opportunities to all applicants and employees regardless of race, color, religion, sex, national origin, age, non-disqualifying disability or status as a disabled or Vietnam era veteran.

Updated 5-2-2024