



## **JOB DESCRIPTION**

**POSITION TITLE: Facilities Manager**

**REPORTS TO: Director of Administration and Finance**

**POSITION SUMMARY: Responsible for the upkeep and maintenance of the Animal Welfare Society's facilities, equipment, vehicles, and grounds. Ensures the organization is up to date on safety rules and regulations and daily operations are in compliance with applicable federal, state and local laws.**

### **DUTIES & RESPONSIBILITIES:**

- Works collaboratively within all levels of the organization and across departments to cultivate a positive culture and team approach to fulfilling AWS' mission.
- Ensures preventative maintenance is carried out on a scheduled basis and complete maintenance records for all equipment are kept. Evaluates and recommends equipment replacement as needed.
- Obtains cost estimates for supplies, parts and outside vendor equipment repair as needed; ensures most cost-effective options are chosen.
- Assists with set up and break down for events.
- Ensures compliance with all applicable code requirements.
- Provides general carpentry as needed.
- Provides snow removal, lawn maintenance, garden upkeep and landscaping including contractor management.
- Regularly inspects property, buildings, and vehicles for areas of concern and provide recommendations as needed.
- Leads the Safety Committee and contributes to policy development and oversight.
- Other duties as assigned

### **EDUCATION/WORK EXPERIENCE:**

- HS/GED
- Knowledge of occupational hazards and safety precautions involved with maintenance, repair and operation of buildings and grounds
- Ability to maintain effective working relationships
- Ability to self-start, prioritize and complete tasks in an efficient manner
- Experience in facilities management and/or in similar job roles required
- OSHA training preferred
- Maintain a valid driver's license

### **WORK ENVIRONMENT:**

- High degree of mobility required
- Ability to lift 50 lbs. frequently
- Occasional contact and handling of animals
- Potential exposure to hazards
- Work requires use of safety clothing and equipment and compliance with safety rules and procedures.