

**CHILDSAFE
JOB DESCRIPTION**

Job Title: Facilities Manager
Location: San Antonio, Texas

Status: Non Exempt
Revised: 07/10

CLASSIFICATION: This is a full time non exempt position with primary duties relating to the management of the facilities and property. This position will require nights and weekends.

BASIC FUNCTION:

To promote ChildSafe through the maintenance of all buildings and properties

ESSENTIAL JOB FUNCTIONS:

1. Maintain cleanliness of ChildSafe facilities to include trash, restrooms, floors, and windows following the bucket list.
2. Perform building repairs as needed in a timely fashion
3. Keep all maintenance equipment in top operating order
 - a. Purchase parts for repairs
 - b. The ability to systematically prioritize and fulfill work orders without supervision
4. Maintain outside areas including lawn mowing, edging, trimming of shrubs and trees as needed, weeding and seasonal fertilizing of lawn.
5. Inventory and order all building supplies
6. Additional duties:
 - a. Drive all rental trucks for the agency
 - b. Assist in setting up for fund raisers and conferences
 - c. Assist in the facilitation of volunteer work days through the direction of the Marketing Manager
 - d. Pick up large donations through the direction of the Development Director

RELATIONSHIPS AND CONTACTS:

Reports to: Director of Finance

Organizational Relationships: Works closely with agency directors and other agency staff.

JOB SPECIFICATIONS:

1. High school diploma required.
2. Must have experience performing maintenance duties including basic electrical, plumbing and building repairs.
3. Experience in performing janitorial and lawn maintenance preferred.
4. Must be able to work in a team environment and show initiative with little supervision.
5. Must be sensitive to agency mission and the clients we serve.
6. Must pass criminal background checks.

TRAINING REQUIREMENTS

N/A

WORKING CONDITIONS

1. Office environment
2. May need to lift some heavy items as needed.

HOURS/SHIFTS

Work hours will be from 12:00 noon to 8:30 P.M. Monday – Thursday (30 minute dinner break) and 12:00 noon to 7:30 Friday. Some weekend hours may be required. Weekly work schedule will be adjusted for weekend work.

CONTACT

Please send resumes and inquiries to HR@childsafe-sa.org or fax to 210-675-9020