



# women aware

MOVING BEYOND ABUSE

## Facility Manager

This position is designed for a professional looking for a meaningful opportunity in an established and effective organization that makes impactful differences in the lives of women, children and families in Middlesex County. Women Aware takes pride in its reputation of more than 40 years as it has a proven track record in empowering individuals to “move beyond abuse.”

This job description is a broad outline of the responsibilities and duties of the Facility Manager and will be amended as needed to meet the operational priorities of Women Aware, Inc., and their ensuing work requirements. It should not be construed as a contract and does not create a contract of employment. Employment with the Agency is at-will.

**Reports to:** Executive Manager

### Qualifications:

- BA preferred
- OSHA certified preferred
- 3-5 years facility management preferred
- Proficient computer software skills – Microsoft Office, Outlook etc.
- Strong problem solving and critical thinking skills
- Decisive, ability to execute
- Organizational and project coordination/planning skills

**Hours:** Full-time 40 hours/week M-F, some evenings /weekends availability

### General Responsibilities:

- Responsible for organizing and leading the activities and operations associated with all Women Aware locations.
- Responsible for negotiating with outside vendors for services, supplies and repairs. Establish and manage vendor relationships.
- Responsible for overseeing maintenance, safety and management tasks that promote clean and safe working environment for all Women Aware programs and buildings.

### Specific Duties:

#### Facilities

- Ensure that the Agency’s facilities, grounds, and vehicles are properly maintained at all times and are in compliance with all regulatory requirements.
- Ensure that all registrations and licenses are renewed as required, and all inspections performed in a timely manner, including those for any agency vehicles.



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- In coordination with the COO and Executive Manager, ensure all properties are appropriately insured (auto, workers comp, general liability, etc.).
- Oversee vendors performing maintenance, repairs, and renovations.
- Oversee fire and alarm system and serve as point of contact.
- Perform Routine inspections and emergency repairs as needed.
- Schedule routine inspections and emergency repairs with outside vendors
- Monitor the safety and cleanliness of interior and exterior areas, such as offices, conference rooms, recycling, and trash areas.
- Review annual vendor contracts relating to janitorial, maintenance, lawn and snow.
- Collaborate with upper management on budgeting for facility needs.
- Review tenant leases and provide summary to COO and EM.
- Oversee and coordinate day-to-day operations including prioritize requests for building repairs, maintenance, capital repairs, renovations and relocations.
- Maintain quality control ensuring all of buildings are monitored and maintained in safe working order, inspections are routinely conducted, and repairs are completed.
- Maintain preventative maintenance programs.
- Maintain records in accordance with Fire, Life, and Safety Codes.
- Perform routine (monthly) fire drills.
- Maintain inventory of all supplies for all Women Aware locations.
- Prepare purchase requests for supplies for all locations.
- Replenish inventory at each located as needed.
- Perform general errands such as post office, store, etc.
- Provide coverage and backup support to Executive Manager, Program Support Specialist II, and Receptionist, as needed.
- On call 24/7 to respond to emergency calls.
- Other duties as assigned.

### **Salary and Benefits:**

\$42,000-\$48,000 based on experience

Health, Dental, Vision, Life and Disability insurance; 401K; commuter benefit.

### **To Apply:**

All candidates should submit a cover letter outlining your interest in this specific position and a resume to [nonprofitbiz27@gmail.com](mailto:nonprofitbiz27@gmail.com) (Note Facility Mgr in subject)

Women Aware is committed to diversity and creating an inclusive environment for all employees and clients. We encourage individuals from all backgrounds to apply for open positions.