



Martha's Vineyard Community Services, Inc.
Facilities Manager
Job Description

Job Summary: The Facilities Manager will oversee all maintenance and repair activities on the MVCS campus, ensuring health and safety standards are met and arranging for repairs when needed. The Facilities Manager reports to the VP Finance and the two work collaboratively in tracking expenses and coordinating with external vendors.

The Facilities Manager works to assure the following:

- ❖ MVCS buildings are in good repair and that the campus grounds are maintained.
- ❖ Vendor relationships are established and vendors are available.
- ❖ MVCS is in compliance with health and safety regulations, and compliant with regulations of licensing bodies.
- ❖ Safety systems are operational and monitored

Facilities manager will be on call for building / campus emergencies.

Job Duties (*Essential Job Function)

1. Arrange for regular maintenance and required inspections of equipment and internal systems (e.g. heating system, alarms, security cameras) *
2. Arrange for two annual campus fire alarm tests
3. Maintain log of all performed maintenance (internal and external) *
4. Learn and document all new maintenance specifics related to new ECC building *
5. Check rooms and furniture to identify needs for repairs or renovations; maintain list of meeting room capacities, vacant offices, and ongoing furniture needs
6. Monitor janitorial supplies and re-order as necessary
7. Design and oversee the schedule for cleaning and disinfecting the building
8. Monitor and oversee campus grounds issues such as snow / ice removal, landscaping, waste disposal / recycling, parking lot *
9. Respond to emergency calls from designated Admin / PD within 60 minutes *
10. Fix minor malfunctions in office equipment
11. Track regular and ad-hoc facility expenses, continuous review for lower cost alternatives
12. Research new services and appliances to facilitate operations, including costs and benefits
13. Ensure compliance with health and safety regulations *

14. Responsible for general oversight and coordination of any renovations for offsite locations

Qualifications:

- ❖ Proven experience as facilities manager or related position
- ❖ Well-versed in technical/engineering operations and facilities management best practices
- ❖ Knowledge of basic accounting and finance principles, working knowledge of excel
- ❖ Excellent verbal and written communication skills
- ❖ Good analytical/critical thinking
- ❖ BS/BA in facility management, engineering, business administration or relevant field preferred
- ❖ Minimum five years' related experience
- ❖ Relevant professional qualification (e.g. CFM) will be an advantage

This statement contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically requires, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.
