

FY22 Job Description

Position Title: Facilities Coordinator

Reports to: Director of Support Services

Hours: 40 hours/week, variable schedule

Position Overview: The position of the Facilities Coordinator is to help maintain of our building, grounds and systems, and to ensure the environment is secure and clean for the employees to be able to perform their duties and for clients, shoppers and visitors to feel safe and welcomed.

Position duties and responsibilities include:

Facilities

- Help maintain a safe, clean working environment for all who use our building
- Maintain cleanliness of building to include sweeping and mopping floors, vacuuming rugs, emptying trash/recycling, cleaning windows and disinfecting high touch surfaces such as desks, countertops and bathrooms according to a schedule. Knowledge of stripping, waxing and buffing floors is a bonus.
- Help maintain HVAC, electrical and plumbing systems.
- Help maintain security camera, alarm and VOIP phone systems
- Perform minor repairs.
- Coordinate with contractors as needed.

Property

- Keep grounds, parking lots and sidewalks free of weeds and debris.
- Snow removal from sidewalks and entrances after storms.

Auto Fleet

- Track and schedule all necessary fleet vehicle repairs, maintenance, inspections and registrations

Agency

- Assist in other departments as needed
- Complete other projects and small jobs as assigned.

General

- Adhere to the Beverly Bootstraps Written Information Security Plan and Procedures
- Comply with all policies & procedures as outlined in the Employee Handbook
- Should be compassionate and kind; should work with integrity in all relations; should understand our mission and be invested in Beverly Bootstraps.

Desired Minimum Qualifications:

- Successful CORI check.
- Valid driver's license.
- High school diploma or equivalent.
- One year related work experience, preferably in building maintenance.



Desired Skills:

- Demonstrated experience with customer support and problem-solving;
- Must be highly organized and able to work independently;
- Must be able to communicate effectively verbally and in writing with employees and outside vendors;
- Must be able to lift up to 50 lbs.;
- Must be able to use snow removal and other mechanical equipment and tools; owning hand tools highly desired;
- Familiarity with HVAC, electrical and plumbing systems preferred
- Knowledge of security camera systems, alarm systems and VOIP phone system a plus.

Statement of Non-Discrimination:

Beverly Bootstraps believes that one of the great strengths of community is the rich diversity of its residents in race, religion, national origin, ethnicity, gender, sexual orientation, gender identity and expression, marital status, age, height, weight, physical or mental disability, veteran status, pregnancy, or any other protected characteristic as established by law. Beverly Bootstraps affirms publicly its moral and legal commitment to a policy of equal opportunity and non-discrimination in employment.