



Richfield Residential Hall

*765 West 1st Avenue
Richfield, UT 84701
www.richfielddorm.org*

POSITION DESCRIPTION FACILITY MANAGER

EMPLOYMENT STATUS

The Facility Manager is a *Regular Full Time* (12 month) position.

POSITION CLASSIFICATION

The Facility Manager is classified as a *Level II to Level III* position. Per Richfield Residential Hall Governing Board policy, pay rate to be set on current BIE Pay Scale for Education (Rest of US Locality Rate) at this level with step commensurate with education, experience and qualifications as determined in adjudication process.

GENERAL STATEMENT OF RESPONSIBILITIES

The Facility Manager works under the general supervision of the Executive Director in the day to day operation of maintenance of the facility and campus. The Facility Manager is responsible for the efficient operation of all facility and campus systems. This requires a wide variety of duties of a general nature that ensure the proper operation, maintenance and minor repairs to facilities, structures, systems and grounds. Day to day duties require limited, but lower than the journeyman level knowledge of basic carpentry, plumbing, electrical, painting, heating, air conditioning, appliance repair, etc. Facility Manager is responsible for the day to day, 24-hour operation and maintenance of the facilities, mechanical systems and grounds of Richfield Residential Hall.

DUTIES AND RESPONSIBILITIES

- Responsible for ensuring that all systems within the facility and campus operate safely and as designed to ensure a comfortable and safe homeliving environment for all students and staff of the program.
- Ensures that all mechanical systems throughout the facility and campus operate as efficiently as possible.
- Conduct routine preventative maintenance on all systems and structures to ensure maximum longevity and efficiency.
- Respond to all work orders submitted by staff in a timely manner and report when complete.
- Provide minor repairs in an efficient and cost effective manner. These may include minor electrical, plumbing, mechanical or structural repairs.
- Arrange for major repairs via a competitive bid process with approval from the Executive Director prior to major expenditures (>\$1,000.00).
- Track all expenditures in the Facility Department and provide a monthly report to the Executive Director.
- Serves as the resident expert in MAXIMO and other facility-related computer programs. Maintains certification and effective working knowledge in all such programs.
- Manage work orders, facility inventory, backlog, etc. through MAXIMO.
- Update MAXIMO daily.
- Makes regular maintenance and facility recommendations to the Executive Director.
- Develops and implements energy saving improvements to the facility and campus.

- Utilizes students and staff in the day to day custodial requirements of the program and makes recommendations to the Dormitory Manager regarding how to best implement student workers into the facility maintenance program.
- Serves as the subject matter expert in maintenance, hazardous substance, solid waste, universal waste, environmental management, energy conservation and other such topics. Provides training to program staff on aforementioned topics as assigned by the Executive Director.
- Serves as a positive mentor and role model for students and staff at all times. Model *Respectful, Responsible* and *Honorable* behavior at all times and in all things.
- Demonstrates professional understanding of confidentiality regarding student and staff matters. Will protect the right to privacy as outlined in HIPPA and FERPA.
- Responsible for the ordering, inventory and management of all supplies, tools and systems required for the efficient operation and maintenance of the facility and campus; utilizing green procurement practices whenever possible.
- Ensures that MSDS's are on file for each chemical, cleaner or substance utilized in the dormitory and that MSDS binders are available in each wing and in the staff office.
- Trains all program staff in the use of work orders for maintenance issues. Records each work order in MAXIMO.
- Conducts walkthrough inspections at the beginning and end of each shift to verify the cleanliness and maintenance needs of each area of the facility and campus.
- Supports the vision, mission and program goals of the Richfield Residential Hall administration and governing board.
- Serves as a team player and is willing to help other departments to be successful
- Attends monthly Management Team Meeting and Staff In-Service as well as other meetings, trainings, conferences or other professional development opportunities as assigned by the Executive Director.
- Follows the Chain of Command and Succession of Command as outlined in the current Organizational Chart.
- Exercises authority and decision making in critical incidents and informs Executive Director and others as required in RRH policies and procedures.
- Performs other duties as assigned.

SUPERVISION RECEIVED

Executive Director

SUPERVISION GIVEN

per Succession of Command

WORK HOURS

The Facility Manager generally works from 8:00 am to 4:00 pm Monday through Friday. However, the nature of this position requires that the Facility Manager also respond to emergency situations (power outages, pipe breaks, gas leaks, etc.) in an as-needed on-call basis

BASIC QUALIFICATIONS AND REQUIREMENTS

- Must have experience and a working knowledge in a wide range of skilled trades.
- Must be able to diagnose and repair a wide range of problems on a wide array of systems.
- Must be knowledgeable of the construction and maintenance process enough to solicit bids for repairs or renovations outside the scope of personal capability.
- Must be a quick learner and willing to learn and train in new disciplines

- Must possess basic computer skills and the ability to quickly adapt to web-based database computer systems.
- Must have impeccable interpersonal communication skills and be able to give and receive constructive feedback in a professional manner and possess the ability to use such feedback to improve the program as a whole.
- Must be able to multi-task under complex and stressful conditions.
- Must be able to think quickly under pressure and act in the best interest of students, staff and the program at all times.
- Must be able to lift at least 25 lbs.
- Must maintain current certification in First Aid and CPR, and be willing to remain current on a wide range of topics associated with the maintenance and operation of a dormitory program.
- Valid Utah driver's license.
- Must pass state, federal and Navajo Nation criminal background checks.
- As a minimum qualification, applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last 3 employment positions