



small steps nurturing center

Facilities Manager - Jensen

Department: Facilities

Job Status: Full Time

FLSA Status: Non-exempt

Reports To: Campus Director

Amount of Travel Required: None

Positions Supervised: None

Job Type: Regular

Work Schedule:

Monday – Friday 6:00 a.m. – 2:30 p.m. (30 minutes for lunch)

MISSION STATEMENT

To provide an exemplary early childhood program to instill and foster the social, emotional, physical, intellectual, and spiritual growth of economically at-risk children and their families.

POSITION SUMMARY

Maintains buildings, grounds, and vehicles functioning and in clean condition; maintains utility systems and physical structures of the buildings, grounds, and vehicles.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Prepares maintenance schedule
- Performs yard work, as needed
- Performs light preventive maintenance and repair work
- Contacts and negotiates with vendors for repair and maintenance work; oversees vendors' work
- Coordinates all permits and building inspections; works with Campus Director as needed for licensing
- Performs routine safety checks around the buildings and grounds
- Oversees all maintenance, repairs, and cleaning, including inspections, for all Small Steps vehicles
- Purchases building supplies and vehicle parts as needed, per approved budget
- Coordinates and assists with set up of rooms for special events
- Assist Kitchen Supervisor with food purchasing and delivery
- Other duties as assigned by the Campus Director or Executive Director

POSITION QUALIFICATIONS

Competency Statement(s)

- Responsible - Ability to be held accountable or answerable for one's conduct.
- Reliability - The trait of being dependable and trustworthy.
- Loyal - The trait of feeling a duty to the employer.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Teamwork – Ability to work in a team.

SKILLS & ABILITIES

Education:

High School Graduate or General Education Degree (GED): Preferred

Experience:

Candidate should possess experience in repair and maintenance work.

Candidate should have supervisory experience.

Certifications & Licenses:

Candidate should have a current Texas Drivers" License and be able to drive a 14 passenger van (no special license required).

Other Requirements:

Candidate should have ability to communicate with vendors in English and Spanish.

PHYSICAL DEMANDS

N (Not Applicable)	Activity is not applicable to this position.
O (Occasionally)	Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

Stand	F
Walk	F
Sit	O
Manually Manipulate	O
Reach Outward	F
Reach Above Shoulder	F
Climb	O
Crawl	O
Squat or Kneel	O
Bend	F
Grasp	F
Speak	F

Lift/Carry

10 lbs or less	F
11-20 lbs	F
21-50 lbs	F

Push/Pull

12 lbs or less	F
13-25 lbs	F
26-40 lbs	F

Other Physical Requirements

- Sense of Smell
- Sense of Touch

WORK ENVIRONMENT

The work environment characteristics describes here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.