

Finger Lakes Community Action

Job Title: Grounds & Facilities Manager

FLSA Status: Non-Exempt

Department: Indirect

Reports To: Housing Administrator

Summary:

The Buildings & Grounds Supervisor is responsible for maintaining the safety limits in the building and grounds of the Agency's main buildings to ensure a healthy environment for staff and community visitors.

Essential Duties and Responsibilities:

Maintenance

- Perform various electrical and plumbing repairs as appropriate.
- Capable of lifting, moving or shifting of large, weighted items (i.e. furniture, filing cabinets etc.)
- Maintain and make repairs to buildings and gardens (i.e., weeding, adding mulch, and fixing equipment).
- Clean vans monthly by disinfecting and sanitizing all vans.
- Strip and wax floors at all main buildings annually; paint offices/follow 5-year painting schedule.
- Wax/polish floors in buildings in winter if needed, during winter breaks.
- Shampooing of carpets quarterly in main hallways and annually in offices
- Assist with shoveling of emergency exits when needed and icicle removal when needed.
- Outdoor maintenance to include but not limited to trimming of shrubs, bushes, trees, weeding etc.; maintenance of driveways by either scheduling or performing (filling in holes, sealant, etc.) as needed.
- Cleaning of gutters at all main buildings at least annually.
- Inspect each building on a regular basis to ensure proper procedures are being followed and all chemicals are properly stored. Ensure buildings are rodent and bug free.
- Track and inventory all custodial supplies on a monthly basis.

Collaboration, Planning and Reporting

- Follows Policies and Procedures and Performance Standards including but not limited to the regulations on safety.
- Demonstrate effective communication skills, striving to work with others in a team approach. Attend appropriate trainings and meetings as required by the agency.

- Identify and implement cost saving measures where applicable.
- Assist the Housing Administrator and Safety Committee Chairs with scheduling annual inspections as per regulations for furnaces, fire alarm, local zoning inspections and backflow prevention devise.
- Other duties as assigned.

Qualifications:

- Obtain clearances including ChoicePoint, Medicaid Check, and NSOPW.

Education/Experience:

- High School diploma or GED equivalent.
- Experience in maintenance and repair, H-Vac and Septic work.

Language Ability:

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

- This position requires the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

- Ability to operate the Office Suite and the Online Timeclock system.

Certificates and Licenses:

- Valid driver's license.

Supervisory Responsibilities:

- There are no supervisory responsibilities.

Work Environment:

- The worker is subject to both inside and outside environmental conditions, noise, vibrations, fumes, and chemicals.
- The noise level in the work environment is usually quiet.

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- The employee must occasionally lift and/or move up to 80 pounds. Specific vision abilities required by this job include close, distance, peripheral vision, Depth perception and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is occasionally required to stand; walk; sit; use hands and reach with arms.

Safety Responsibilities:

- Obey all safety rules, government regulations, signs, markings and instruction
- Become familiar with safety policies that apply directly to you in the area in which you work
- Attend and actively participate in safety meetings
- Report any unsafe hazardous conditions to your supervisor
- Refrain from any unsafe act that might endanger yourself, consumers or fellow employees
- Report all workplace accidents, incidents immediately to your supervisor
- Practice good housekeeping by picking up tools, materials and putting them into their proper places
- Compliance with safety and health rules and regulations is a condition of employment

Employer's Disclaimer

- **All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.**
- **This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.**
- **This document does not create an employee contract, implied or otherwise, other than an “at will” employment relationship.**