

**WICHITA FAMILY CRISIS CENTER**  
**Job Description**

**TITLE AND CLASSIFICATION:**

**Facilities Manager**

**FTE : .5**

**Status:** Non-Exempt

**Supervisor:** Director of Client Services

**SUMMARY**

Under general direction from the Director of Client Services, inspect, maintain and repair agency's electrical, plumbing or mechanical systems and facilities to ensure an optimal work environment and maintain facilities calendar.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Supervise and conduct maintenance of facility and facility grounds;
- Document and report any areas of concern to Director of Client Services, with a priority on broken items
- Inspect all facility equipment weekly to assure proper functioning; report any problems to Director of Client Services and arrange for repairs
- Manage repairs and monitor systems of all facility performance
- Maintain an adequate inventory of parts and order items as necessary with budget constraints
- Supervise and implement facility maintenance calendar
- Contact, oversee and supervise subcontractors and ensure completion of all projects
- Ensure compliance with security and safety requirements
- Manage any repairs, renovations, refurbishments and office moves
- Source contractors and suppliers for repairs, maintenance, cleaning, renovations and waste disposal.
- Develop building plans outlining strategies for improving efficiency and reducing costs and forecasting the facility's future needs
- Maintain files of warranties, records, licenses, inspections, service agreements, and contracts for various pieces of equipment.
- Demonstrate professional, trauma-informed, client-centered approach in all interaction with clients, public, and co-workers
- Participate in regular meetings and trainings to coordinate services and enhance professional development
- Perform other related duties as assigned

**SUPERVISORY RESPONSIBILITIES:** N/A

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

Knowledge of domestic violence, economically disadvantaged, or other social issues preferred. Experience in maintenance, including HVAC, plumbing, electrical, basic repairs preferred. Other related experience in other fields such as hospitality considered.

### **Skills and Abilities**

The incumbent must demonstrate the following skills:

- interpersonal skills
- team building skills
- analytical and problem solving skills
- decision making skills
- effective verbal and listening communications skills
- attention to detail and high level of accuracy
- effective time management and organizational skills
- basic knowledge and experience in use of Microsoft Office products
- stress management skills

## **PERSONAL ATTRIBUTES**

The incumbent must maintain strict confidentiality in performing the duties related to agency business. The incumbent must also demonstrate the following personal attributes:

- be honest and trustworthy
- be respectful
- possess cultural awareness and sensitivity
- be flexible
- demonstrate sound work ethics
- ability to maintain professional relationships with co-workers

## **EDUCATION**

High school diploma or equivalent preferred.

## **CERTIFICATION, REGISTRATION, OR LICENSE:**

Class C driver's license, motor vehicle, and insurance required.  
Background check required.

## **EXPOSURES**

Controlled inside work environment with noise/vibrations from general office equipment. Frequent exposure to other environments such as public buildings, doctor offices, etc. Minimal exposure to fumes/dust/odors.

## **PHYSICAL DEMANDS**

The incumbent's work type will be light, exerting up to 30 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

**Climbing/Balancing/Freedom to Move:** May be assigned to multilevel building with some floors accessible by stairs only. Minimal required to move about office. Sit about 25 percent of time.

**Stooping/Bending:** Frequent.

**Reaching:** Occasional, overhead as well as horizontal and down.

**Vision:** Adequate to perform essential functions.

**Hearing:** Frequently perceive nature of sounds by ear.

**Speech:** Frequently express ideas by means of spoken words.

**Eye/Hand/Foot Coordination:** Frequently operates equipment requiring moderate ability.

**Manual Dexterity:** Frequently operates equipment requiring moderate ability.

### **ENVIRONMENTAL CONDITIONS**

The incumbent is located in an emergency shelter. The incumbent is faced with frequent interruptions and must assist residents and staff on a regular basis.

### **SENSORY DEMANDS**

The incumbent will also spend time on the computer entering information which requires attention to detail and high levels of accuracy.

### **MENTAL DEMANDS**

The incumbent must deal with a wide variety of people in crisis with multiple barriers such as addiction, depression, anxiety, trauma, physical injury or other special needs and/or limitations which can cause significant stress.