YAMHILL COMMUNITY ACTION PARTNERSHIP

POSITION TITLE: Facilities and Safety Manager
RESPONSIBLE TO: Human Resources and Office Director

RESPONSIBLE FOR: A full-time, exempt position responsible for development, oversight and management of all YCAP facilities and safety. This position works closely with agency leadership to develop and implement policies and operating practices for facilities and safety while continually looking for ways to improve. The Facilities and Safety Manager is involved in decisions regarding the use of company resources and expenses relevant to their department, under the supervision of the department director. As part of the Leadership Team, this position implements long-term strategies and supports and leads operations initiatives.

ESSENTIAL DUTIES:

FACILITIES
- Provides quality service to leadership team and staff, active listening, positive problem solving, and appropriate, timely responses
- Long-term strategic planning with YCAP leadership to create initiatives that further agency goals
- Attends leadership meetings to give updates and presentations on facilities and safety
- Facilities management of main YCAP campus, YCAP shelters and any additional office/program space acquired by YCAP
- Develops and oversees a system for procurement of services from vendors for facility repairs and maintenance with authority to identify and negotiate agreements with vendors to achieve objectives
- Develops and oversees facilities maintenance plans including comprehensive maintenance calendars
- Works with vendors as YCAP representative to maintain and trouble shoot building systems including but not limited to: fire suppression system, security camera system, security system, and heating and cooling systems
- Responsible for ensuring that vendors fulfill contractual requirements. This includes but is not limited to: pest abatement, snow and ice removal, facilities cleaners, landscapers, etc.
- Works closely with agency directors to implement new project development initiatives as needed. This includes workplace expansion, internal/external office moves, and building/office space procurement and set up.
- Maintains, monitors and enforces contracts, including safety oversight and building operations and maintains agency vendor contact list for items related to facilities and safety
- Coordinates agency emergency closure process when needed and leads reopening efforts when agency closes due to inclement weather or other emergencies
- Develops and maintains building protocols with the Executive Director, and Human Resources and Office Director. Implements, reviews and updates on a regular basis
- Performs new employee building orientation, including safety orientation
- Works with executive leadership to identify and set-up staff training that may be needed in regards to safety such as First Aid/CPR, Active Threat, etc.
- Trains staff on building operational systems and procedures including maintenance items
- Serves as the primary emergency contact for the McMinnville campus, secondary contact for all other YCAP locations, for facility emergency calls and situations and provides physical onsite support as needed
- Maintains inventory and procures agency cleaning and paper product supply
- Organizes and maintains agency internal storages spaces
- Issues and inventories building access keys and codes for new employees and deactivates when employees exit
- Other duties as assigned
SAFETY

• Leads and serves on safety committee, and aids in research, policy updates, and forms updates
• Schedules committee meetings and works with the chairperson on safety committee correspondence
• Creates and reviews Incident/Accident Reports and completes Incident/Accident Investigations
• Develops safety programs and trains staff on new and existing programs as needed
• Reviews video surveillance for security purposes, files and tracks police reports as needed and maintains record keeping of video clips
• Maintains and updates SDS sheets as needed, manages new safety committee orientation and training
• Regularly visits each property to update, identify and address safety concerns. Ensures agency is compliant with OSHA regulations
• Works within building alarm systems to add, maintain and remove employees
• Performs and/or arranges monthly/yearly fire extinguisher checks for all facilities
• Works with employees to establish safety standards for their position, including ergonomics
• Local, in county driving to YCAP facilities and vendors
• Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

• Two years’ + experience in Facilities Management and a degree in Occupational Safety & Health or related field preferred. Additional coursework in safety and health from OSHA or related agencies, a plus
• Proactive analytical and problem-solving skills
• Strong communications skills – verbal and written
• Proficiency in the use of Microsoft Office programs including: Outlook, Word, and Excel
• Ability to work with minimal guidance
• Strong knowledge of OSHA compliance and safety committees
• Proactive and collaborative approach to leadership
• Positive attitude, good team member, treats everyone with respect
• Ability to prioritize multiple projects, meet deadlines and adjust rapidly
• Ability to pass drug & background check and DMV check of driving record. Driving is an essential function of this position

PHYSICAL DEMANDS

The physical demands described represent those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job the employee will be required to sit, stand, climb stairs, walk and/or bend for extended periods of time. Will lift and/or move up to 20 pounds frequently, and occasionally lift/move up to 30 pounds.