



JOB POSTING

JOB TITLE: Facilities Specialist
REPORTS TO: Director of Programs
STATUS: Full Time; Non-exempt
PAY RATE: \$24-26/hour, DOE

04.2024

PRIMARY FUNCTIONS:

- Conduct maintenance operations to ensure the safety, security and upkeep of the agency's buildings, grounds, furnishings, and equipment.
- Process incoming work orders for routine preventive maintenance and mechanical repairs (HVAC, sprinkler, ANSUL system, elevator etc.); prioritizing (based on need and life safety issues), maintaining a task management log, inspecting, and verifying work upon completion.
- Perform preventive maintenance and repairs according to work order specifications in the areas of plumbing, carpentry, painting, minor electrical work, vehicle maintenance, and year-round grounds keeping, to include landscaping, snow removal and lawn care.
- Respond to requests for emergency maintenance, making proper notifications and coordinating response efforts as needed.
- Manage the care and upkeep of VOC motor vehicles, to include scheduling and recording all inspections, registrations, preventive and emergency maintenance.
- Organize and maintain the Facilities office, equipment and filing systems.
- Supervise part time hourly maintenance staff.
- Track and manage all licenses, certificates of occupancy, etc. and ensure timely renewal of all.
- Inventory all building equipment and furnishings, track and maintain records of all VOC property.
- Work with vendors, contractors, construction specialists and consultants to resolve and correct maintenance problems and recommend improvements.
- Contact, schedule, coordinate, and monitor the work of outside contractors for maintenance, construction-related projects, security and building custodial activities.
- Coordinate the presentation of Fire & Safety Orientations for new staff, prepare orientation materials, scheduling routine fire drills, and maintaining safety records.
- Support the mission of VOC, and collaboration both inside and outside of the agency, conduct outreach as needed.

PREFERRED QUALIFICATIONS:

- Previous experience in facilities or property and project management.
- Able to manage multiple assignments, coordinate projects, work effectively under pressure, and meet deadlines.
- Organized and thorough with a strong attention to detail; ability to assess needs and priorities, be flexible, respond to problems and complete tasks on a timely basis.
- Experience with, and capable knowledge of Microsoft Word and Excel.
- Able to function and represent the agency with a strong sense of loyalty, professionalism, and dedication to the agency's mission.
- Available to work a flexible work schedule, including hours occasionally outside normal hours of operation.
- Dedicated interest in veterans and veterans' concerns.
- Excellent interpersonal, oral, and written communications skills needed to communicate instruction and provide guidance effectively.
- Possess a valid, clean New York State driver's license and reliable vehicle.
- Strong ethical character with ability to abide by VOC values of Respect, Integrity, Service and Excellence.

***Veterans Outreach Center, Inc. is an equal opportunity employer.
Veterans of the U.S. Armed Forces are encouraged to apply.***