

Maui Economic Opportunity, Inc.

Job Description



Job Title: Facilities & Grounds Manager
Department: Administration
Reports To: Chief Operating Officer (COO)
FLSA Status: Nonexempt
Prepared Date: June 2014
Updated: November 2024
Pay Grade: S28

SUMMARY:

Plan, organize, execute, and supervise all functions of facilities. Areas of responsibility include safety, maintenance, grounds, custodial, energy conservation and sustainability, managing the facilities services budget, and repair projects. Includes hands-on contributions to projects and maintenance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, coordinate, and execute maintenance, custodial services, and repair for the agency's facilities, equipment, and grounds.
- Continually inspect buildings and grounds, including Early Childhood Services Centers, for safety, hazard mitigation, and compliance with relevant standards.
- Serve as a standing member of the company health and safety committee and work with HR and COO to facilitate the agency's Health and Safety Program.
- Manage the agency's Safety Data Sheet (SDS) program.
- Provide oversight of hazard prevention, mitigation, and environmental matters.
- Provide maintenance and project support and guidance to all branch managers and directors.
- Act as liaison to federal, state, county, and private utility, environmental, and energy agencies.
- Utilize and manage work order system, to include response to maintenance requests, scheduling, and creating punch lists.
- Develop and update policies and procedures to ensure safe, efficient, environmentally sustainable, and cost effective operations.
- Create and maintain maintenance and replacement schedules for all facilities and essential equipment.
- Create and maintain an inventory of facility maintenance supplies
- Execute any necessary procurements for all facilities and maintenance projects and supplies according to relevant policies and laws.
- Assist with hiring vendors and oversee project execution.
- Work with vendors to maintain service for air conditioning system, alarm system, elevator, vending machines, water coolers, etc.
- Create and maintain operations manual and master plans covering all facilities and grounds information.
- Work with senior executive management and Head Start Director to plan, budget, and schedule facilities repairs and upgrades.
- Assure compliance with established safety regulations and precautions by all facilities and grounds staff.
- Coordinate, oversee and direct maintenance personnel, both internal and vendors, while assisting hands-on with projects.
- Collect data, maintain records and prepare reports and correspondence including required regulatory reports and records.

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- Update Head Start Performance Standards annually as relevant to Facilities and Grounds Manager assigned responsibilities.
- Report all incidents and/or occurrences of child abuse or suspected child abuse to Head Start Director and Child Welfare Services (CWS) immediately.
- Promote and maintain a high level of customer service ensuring that client's needs are met.
- Regular attendance.

NONESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs other duties as needed.

SUPERVISORY RESPONSIBILITIES:

- Responsible for the overall maintenance and repair of MEO facilities and grounds.
- Supervise the building custodian and maintenance technician.
- Responsibilities include interviewing, hiring, and training employees, planning, assigning, and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working knowledge of the principles and practices of facility maintenance, grounds keeping and custodial, including plumbing, electrical, carpentry, interior partitioning and finishing, landscape maintenance, irrigation, fertilization and pest control, and tree trimming.
- Familiar with methods, materials, tools and equipment used in building maintenance, and grounds keeping.
- Experience evaluating and developing procedures, standards and methods for building maintenance and improvement, and grounds keeping.
- Experience managing and implementing the maintenance service contract administration.
- Working knowledge of applicable laws, codes, regulations and standards governing building maintenance, grounds keeping, and procurement.
- Working knowledge and understanding of safety and safe work practices; knowledge of OSHA safety and health standards and regulations.
- Understanding and working knowledge of the Davis Bacon Act.
- Experience in maintaining records and preparing reports and correspondence including required regulatory reports and records.
- Must provide and maintain a clean traffic abstract and a valid driver's license.
- Ability to pass a Department of Transportation (DOT) physical, and comply with the provisions of MEO's Substance Abuse Policy.
- Ability to provide fingerprint and receive DHS background clearance.
- Ability to establish working relationships with staff, vendors and community partners and funders.
- Knowledge and understanding of nonprofit budgetary constraints.
- Ability to plan, develop, organize, establish, and coordinate repair and maintenance activities.
- Excellent interpersonal skills, which include, written, verbal and listening.
- Cooperative team player and a desire to help others.

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- Organized, tasks and detail oriented.
- Ability to manage many projects at a given time, meet deadlines and prioritize workload.
- Ability to exercise sound independent judgment within general policy guidelines.
- Working knowledge of basic computer applications including desktop applications and data entry.
- Ability to read and interpret Head Start Performance Standards in relations to facilities mechanic and repairs.
- Ability to work varied shifts, which may include nights and weekends.
- Ability to travel off-island on occasion.

EDUCATION and/or EXPERIENCE:

- Five (5) years of related experience and/or training to include supervisory experience, or equivalent combination of education and experience.

LANGUAGE SKILLS:

- Ability to read, interpret and assist in the preparation of plans, specifications and other bid documents for various projects.
- Ability to read and comprehend blueprints and plans.
- Ability to read and comprehend general instructions, correspondence, and memos.
- Ability to write correspondence.
- Ability to effectively present and gather information in both group situations and one on one.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers.

REASONING ABILITY:

- Ability to handle a multiple of assignments at a given time, prioritize workload and meet the demands and pressures of deadlines.
- Ability to apply sound judgment to carry out detailed but uninvolved written or oral instructions.
- Ability to adapt too many different situations.
- Ability to interact, relate and have compassion for persons with mental and/or physical disabilities.
- Cooperative team player.
- Desire to help others.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid driver's license and have access to an insured vehicle.
- First Aid/CPR certification preferred.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is:

- Frequently required to stand, walk, sit, and talk or hear.
- Regularly required to use hands to finger, handle, or feel; reach with hands and arms;

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- Occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and smell.
- The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described 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. While performing the duties of this job, the employee is:

- Frequently exposed to moving mechanical parts, fumes or airborne particles, and outside weather conditions.
- Occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment is usually loud.