

Peninsula Humane Society & SPCA

Facilities Maintenance Manager; Saratoga

Job Title: Facilities Maintenance Manager
Department: Operations
Reports To: Facilities Director
FLSA Status: Exempt/Full-time
Salary: \$ 85,000 - \$100,000/yr, depending on experience
Excellent Benefits Package Available

Summary: Provides daily leadership, direction, and supervision with hands on support to the on-site Facilities Maintenance Associates. Manages all facilities-related repairs, maintenance, renovations, and purchases for the Wildlife Care Center and Penetencia Creek Satellite Intake locations. Oversees procuring goods and services such as raw materials, equipment, tools, parts, and supplies.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Plans, schedules, supervises, and performs routine maintenance of facilities in a hands-on capacity in coordination with Facilities Associates.
- Prioritizes work requests in accordance with needs of various departments.
- Responsible for managing preventative maintenance contracts in consultation with the Facilities Director. Monitors and serves as project manager for repair calls for systems and equipment including but not limited to HVAC systems, septic/sewer system, fire suppression, fire tanks and associated systems, major appliances, generator, BMS system, lighting control and walk-in coolers.
- Manages service level agreements including but not limited to janitorial, landscape and fire alarm.
- Renews and maintains site specific licenses, permits and inspections as applicable.
- Under the direction of the Facilities Director, plans, budgets and schedules facility modifications or renovations, including cost estimates.
- Hires, trains, supervises, coaches staff, and handles progressive disciplinary procedures and termination of department staff with the assistance of the Human Resources Department in consultation with the Facilities Director.
- Writes annual employee performance reviews.
- In consultation with the Facilities Director, proposes and implements operational efficiency and safety improvements.
- Serves as project manager and vendor liaison during construction and installation of projects.

- Works with the Facilities Director to develop and administer annual budget. Responsible for cost control of department expenditures.
- Keeps in compliance with and abreast of all OSHA, State, County and City regulations.
- Provides proposals and product comparisons as requested or needed to ensure the most competitive costs.
- Ensures company vehicles assigned to the Wildlife Center and/or Penetencia Creek satellite locations are maintained in good working order.
- Ensures all department tools and equipment are maintained in good working order.
- Actively collaborates with other departments.
- Demonstrates excellent customer service and supervisory skills in working with a diverse group of individuals.
- Ability to work off hours or weekend days on occasion. Ability to respond to and coordinate required response to emergency situations after hours.

Supervisory Responsibilities:

Supervises Facilities Associates and Volunteers.

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.

Upon hire, must pass a background check. Ability to work independently with minimal supervision.

Education and/or Experience:

Minimum of five years professional experience and/or training. Experience with construction coordination or construction background preferred.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Must keep abreast of local and federal laws pertaining to building codes and OSHA. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Ability to read and interpret construction drawings and specifications preferred.

Mathematical Skills:

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:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills:

Knowledge of MS Office Suite, including Outlook email, Excel and Word; and internet searches.

Certificates, Licenses, Registrations:

Valid California Driver's License with a clean record to be insured with PHS/SPCA insurance.

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 regularly required to sit; use hands and fingers to handle or feel; and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 50-75 pounds. Specific vision abilities required by this job include close vision, distance vision, color 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 tasks listed elsewhere in this document, incumbent may be routinely exposed zoonotic diseases and noise, occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

EOE/M/F/D/V/SO