

JOB TITLE

Facilities Coordinator

HOURS

Part-Time as needed, up to 20 hours per week



EPPSON CENTER FOR SENIORS MISSION

All employees at the Eppson Center for Seniors must display dedication *TO PROVIDE LIFELONG SUPPORT FOR INDEPENDENT LIVING*

EXPERIENCE

The Facilities Coordinator ensures the safety, comfort, functionality, and efficiency of our Facility and will have a variety of knowledge regarding repairs, maintenance, and facilities management. The ideal candidate will have handyman skills, the ability to prioritize, and a proactive mindset. Experience with renovations, refurbishment, health and safety standards, and energy efficiency would also be beneficial.

QUALIFICATIONS

Prior experience as a Facility Manager or Coordinator is preferred.

Prior experience with electrical, plumbing, construction, appliance repair, security, or a combination of that experience is required.

Experienced with projects from simple repairs to more complex troubleshooting.

Must be able to lift 50 pounds regularly.

Must be able to climb a ladder to access ceiling, art ducts, and hang external Christmas lights.

DUTIES AND RESPONSIBILITIES

- Facilities Upkeep and Improvement - Manage repairs, maintenance, and upkeep of company facilities, including building systems, appliances, and outdoor spaces.
- Work with vendors and contractors to ensure timely completion of repairs and maintenance tasks.
- Responsible for the daily maintenance of premises, including safety and security measures.
- Coordinates maintenance of office building, grounds and consults with Facilities Committee regarding any modification of layout of facility or new projects.
- Performs minor repairs and preventative maintenance on existing buildings to maintain them in an aesthetic, functional condition. Maintains the grounds of the facility in a condition that is both aesthetic and safe for others at the facility.
- Performs minor repairs and preventative maintenance on equipment and furnishings in the facility including monthly replacement of HVAC filters, HVAC maintenance to ensure high functionality,
- Maintain Maintenance logs for HVAC, Hot Water Heaters, and Kitchen Equipment

- Holiday Decoration Management – arrange for external Christmas lights to be hung and removed for the Holiday Season
- Other duties as requested.
- *Abide by all personnel policies and guidelines, including all matters of confidentiality, ethical communication, and safety and risk management set forth by the Executive Director and the Eppson Center's Board of Directors*

RELATIONSHIPS

Supervised by the Executive Director. Works closely and maintains communication with Executive Director and all other staff members. Communicate effectively, written and verbally, with all staff and patrons.