



<b>Job Title</b>	Facilities Manager		
<b>Direct Reports</b>	N/A		
<b>Department</b>	Facilities	<b>Reports To</b>	Director of Client Experience
<b>Work Location</b>	Pittsburgh	<b>Hours</b>	Monday-Friday 8:30am-4:30pm

<b>Job Purpose</b>	The Facilities Manager is responsible for overseeing, inspecting and managing all VLP properties, leased units, and the acquisition of new units. The position plans, budgets and schedules facility modifications, including estimates on equipment, labor materials and other related costs.
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**Principal (Essential) Duties**

Shadow the Facilities Manager and complete the following duties, as assigned:

- Assemble, organize, and update all lease agreements and occupancy permits.
- Foster positive relationships within the community, landlords, and residents.
- Provide pre-audit tactics for agency audits and inspections including meetings with landlords. Assure ongoing preparation for all VLP inspections and monitor visits.
- Conduct quarterly scheduled and unscheduled inspections of each property with written plan to elevate safety, curb appeal, market ready units, and common areas.
- Supervise Custodian staff and ensure cleanliness of VLP offices.
- Maintain safety mindset and current knowledge of HQS and OSHA regulations and environmental hazards associated with products used in the work of the maintenance department, and of any hazards known or found to be present on the property and maintain a safe environment for residents, staff and visitors.
- Maintain reports and logs relative to replacement and maintenance with warranty dates and serial numbers for safety equipment, sprinklers, fire extinguishers, appliances, vehicles, and equipment.
- Manage preventative maintenance of all facility equipment.
- Schedule vendors, as needed, for preparation and completion of units and property repairs or maintenance.
- Work alongside landlords to ensure all units are maintained at the highest standard.
- Conduct repairs in VLP properties, as appropriate.
- Oversee the cleaning and maintenance of all facilities.
- Manage, monitor, and review all utility related expenses, including utility bills.

**Secondary Duties**

- Performs all other duties as assigned
- Participate in all training and meetings as required



**Main Objectives**

- Develop strong interpersonal skills.
- Demonstrate the ability to manage multiple priority projects.
- Understand and become accustomed in budget development and managing expenses; bid and managing vendors, service and general building contractors.
- Demonstrate the ability to take initiative and handle a variety of activities concurrently in fast-paced environment.
- Demonstrate a working knowledge of Microsoft Office Suite.
- Demonstrate the ability to work independently and as a team member.
- Demonstrate the ability to meet deadlines along with attention to details a must.
- Develop strong computer skills along with excellent written and verbal skills.
- Demonstrate self-directed, flexible with strong problem-solving abilities.
- Develop presentation skills along with professional behaviors, attitude and appearance.
- Demonstrate the ability to support the organization’s mission along with sensitivity of cultural and workplace harmony.

**Qualifications**

- Demonstrated ability to treat people with respect under all circumstances and instill trust in other;
- Good computer skills including use of internet search tools, intranet and Microsoft Office Suite;
- Awareness and appreciation for military culture, military families and veteran issues.

**Time Commitment:**

- Program Start Date: tbd
- Time Commitment of 30 hours per week; Monday- Friday during hours of 8:30am to 4:30pm;
- Program duration to equal 4 to 6 months of participation.
- Program Mid- Session Evaluation: tbd
- Program End Date: tbd

**Training and Orientation Plan**

**1<sup>st</sup> Month**

- Meet all VLP staff and complete VLP programs orientation
- Shadow direct supervisor to learn tasks and objectives of role
- Complete VLP training plan to learn best practices and safety policies

**2<sup>nd</sup> Month**

- Begin completing tasks, as assigned by supervisor, with oversight
- Create and implement ideas regarding position and growth of the organization

**3<sup>rd</sup> – 6<sup>th</sup> Month**

- Complete tasks as assigned by supervisor