



SAINT LOUISE HOUSE

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FACILITIES SUPERVISOR JOB DESCRIPTION

Saint Louise House Facilities Supervisor works closely with the Director of Operations and is responsible for the overall operating maintenance and repair of SLH properties. This position is also responsible to assist with the warehouse operation.

Specific responsibilities include:

Building Maintenance

- Provides direct supervision for the Facilities Maintenance Worker and volunteers engaged in facilities work
- Oversee and/or perform maintenance of all mechanical, electrical, HVAC, plumbing, electronics, and landscaping for two separate SLH properties with 48 units
- Oversee fire and safety program, respond to safety concerns pro-actively
- Oversee repairs and maintenance of vacated apartments in a timely manner. This includes painting, carpet cleaning or replacements, appliances etc.
- Oversee repairs and preparation for Move-ins of residents
- Makes recommendations for improvements / repairs to Director of Operations
- Maintains Apartment Maintenance log (ongoing repair requests). Ensures completion of all service requests. Reviews log with Director of Operations monthly.
- Maintains Apartment specific Inventory Lists, updating as replacements occur
- Strive to perform maintenance duties in the most cost-effective manner
- Coordinates service into a priority work schedule
- Inspects apartment units biannually, recording and correcting deficiencies
- Orders necessary supplies and parts within budgetary guidelines (ongoing expenses)
- Submits requisitions for approval to Director of Operations for major repair / replacement needs.
- Maintain positive communication with local fire marshal, building inspectors, state agencies and any other jurisdictions governing the complex
- Ensures that all keys are kept properly
- Notify Director of Operations of potential problems/concerns as they arise



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Warehouse Operation

- Assist the Volunteer Coordinator with the receiving, storing and dispersal of furniture and other donations

General

- Participate in staff meetings
- Is very customer service driven, interacts well with clients, visitors, vendors and staff
- Strives to be flexible and adaptable to changing priorities, needs, schedules
- Other duties as assigned

Indicators of Success

- The physical condition of the complexes are continually monitored and maintenance needs are met in a timely manner
- Requests for service are responded to in a timely manner
- Needs/requests for service, repair, tools, appliances etc. are dealt with in an innovative manner keeping in mind budgetary constraints