

# **Franklin County DIAL/SELF Job Description**

**Title:** Facilities Coordinator

**Department:** Administration

**Supervisor:** Executive Director

**Status:** Part-Time (20 hours per week), non-exempt employee

## **Job Summary:**

The Facilities Coordinator (FC) attends to the needs of the properties owned, leased and managed by DIAL/SELF and its LLCs. The FC is responsible for performing needed tasks in accordance with maintenance schedules and coordinating volunteers and contractors to assist when appropriate.

## **Qualifications:**

- Appropriate maintenance and landscaping experience
- Appropriate training and education
- Ability to manage multiple-tasks with varying degrees of priority
- Good communication and interpersonal skills
- Basic computer skills (Word, Web Browsing & E-mail, Excel)
- Excellent attention to detail
- Reliable transportation
- Ability to walk up and down stairs, use heavy machinery and lift and carry over 50lbs
- Ability to pass required background checks
- Experience with public housing preferred

## **Duties and Responsibilities:**

- Maintain buildings and grounds in accordance with agency property maintenance schedules
- Update maintenance schedules if needed
- Clean and fix property common spaces and apartments as needed
- Maintain, acquire and organize agency cleaning and maintenance equipment
- Coordinate with other agency staff and landlords and needed
- Coordinate and supervise volunteers as needed
- Coordinate contractors as needed
- Shovel, snow blow and coordinate with snow plow contractor as needed
- Participate in appropriate trainings and staff meetings.
- Other duties as assigned

## **Compensation:**

- \$14 - \$15/Hour
- Pro-rated paid time off
- 50% company contribution to Health/Dental insurance (as of 11/21/14 Health New England and Altus Dental)