

Los Angeles Mission, Inc. Job Description

Job Title: Building Services Manager
Department: Operations
Reports To: V.P of Operations
FLSA Status: Regular, Full Time, Non-Exempt
Prepared By: Human Resources Department
Prepared Date: Revised May 2019

SUMMARY:

Demonstrate Christ-like behavior and attitude in all job duties and responsibilities. Responsible for assisting the Facility Manager in regards to the maintenance and upkeep of the Los Angeles Mission Properties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Schedules and coordinates the completion of all maintenance work orders approved by the Vice President of Operations.
- Manage day to day operation of the building management and work order systems.
- Implements preventative maintenance procedures and programs as directed by the Vice President of Operations.
- Schedules and coordinates all Work Start and Fresh Start students working within the Maintenance and Custodial Departments.
- Assist project manager on all major building projects as needed.
- Inspect buildings' structures to determine the need for repairs or renovations
- Meet with Facilities and Custodial staff to ensure safety and code compliance.
- Review utilities consumption and strive to minimize costs.
- Implements directives given by the Vice President of Operations for the general wellbeing of the Los Angeles Mission.
- Assist the Development Department in understanding your area of LAM operations in order to create meaningful and accurate requests for funding that are consistent with your annual budget.
- Work with the Custodial Staff to ensure that projects are completed in a timely manner.

- Perform yearly financial audits on all custodial and facilities vendors to ensure the organization is getting the best products and services at the best price.
- Perform daily maintenance tasks and duties
- Assist in maintaining inventory control over all guest supplies, i.e. towels, toilet paper, soap, pajamas, and dormitory check-in bags to insure minimum loss due to pilferage. Reports any and all discrepancies immediately to the VP of Operations.

SUPERVISORY RESPONSIBILITIES:

Maintenance and Custodial department.

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.

EDUCATION and/or EXPERIENCE:

Working knowledge of Microsoft Office Basic knowledge of building management software 3 to 5 years as a facilities lead, supervisor or Manager required. Experience Relevant professional qualification (e.g. CFM) a plus. Excellent organizational and leadership skills. Excellent verbal and written communication skills are a must. Well-versed in technical/engineering operations and facilities management best practices.

TECHNOLOGY SKILLS:

Computer literacy is required. Must be able to operate Microsoft Word, Microsoft Outlook, and internet-based applications like Paychex Flex Self Service Portal and Outlook Web Access with ease. Other business software may be deployed related to job functions.

LANGUAGE SKILLS:

Bilingual (English/Spanish) a plus.

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 instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

California Driver License.

LOS ANGELES MISSION EVENTS:

All Mission employees are required to work the four (4) yearly Mission street events; Good Friday, Summer Block Party, Thanksgiving and Christmas, if/as scheduled. Accommodations will be made if necessary. Exceptions must be approved by a member of the ELT and Special Assistant to the President.

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. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand, use hands to finger, handle, or feel, and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include distance vision, color vision and peripheral vision. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to a disagreeable element such as noise, heat, dust, or cold. Employee is regularly exposed to some abuse from angry callers. Employee is regularly exposed to some risk of communicable disease from guest of facility, exposure to TB and other respiratory diseases. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LOS ANGELES MISSION IS AN EQUAL OPPORTUNITY EMPLOYER: and values diversity. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status, except as allowed by federal statute under Title VII of the Federal Civil Rights Act.

I understand the above job description and agree to comply with, and be subject to, its conditions. I understand that the company reserves the right to delegate, remove, expand or change any and all responsibilities listed above and will inform me of any such change. In addition to meeting the job duties listed above, I agree to abide by the Company policies contained in the employee handbook. I acknowledge that I can fulfill the above duties with or without reasonable accommodation.

Employee Signature

Date

Employee Name (please print)

Date

Approval

Date