



## JOB DESCRIPTION

TITLE: Facilities Manager

IMMEDIATE SUPERVISOR: Executive Director

## GENERAL SUMMARY:

Oversees and maintains all facilities and grounds operated by HOPE Calloway.

## ESSENTIAL FUNCTIONS:

- Oversees building and grounds maintenance
- Operates and maintains custodial functions
- Ensures security and emergency preparedness procedures are implemented properly
- Ensures that the facility is clean and maintained according to company policy and procedures
- Processes and prioritizes maintenance requests, work orders, and purchase requests
- Manages and reviews service contracts
- Ensures grounds are properly maintained
- Conducts and documents regular facilities inspections
- Checks completed work by vendors and contractors
- Recommends maintenance, mechanical, electrical, and facility design modifications
- Communicates workplace safety precautions to employees
- Works alongside and teaches clients essential tasks for upkeep of the facilities
- Forecasts, allocates, and supervises the financial and physical resources of the facility management

## KNOWLEDGE, SKILL, AND ABILITIES REQUIRED

- Proven experience with general maintenance and groundskeeping
- Strong oral and written communication and interpersonal skills
- Strong organizational and time management skills
- Proven ability to work effectively both individually and as part of a team
- Relevant professional qualification(s) will be an advantage

## QUALIFICATIONS:

- Driver's License and Reliable Transportation
- High school Diploma or Equivalent

## COMPENSATION AND BENEFITS:

- Pay Based on Experience
- Mileage Reimbursement
- Part-time (25 Hours/week)

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