



Safe & Fear-Free Environment, Inc.
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WC: 8864

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| POSITION TITLE: | <u>Maintenance Manager</u> | Regular/Part time |
| PAY/DOE: | Contract Employee | \$DOE/Hour |

PURPOSE OF JOB: Primary responsibility for safety and security of the SAFE shelter facility including maintenance and operations of the physical plant, building and grounds of the business offices, shelter and emergency receiving home (Anana's House).

QUALIFICATIONS: Candidates must demonstrate their ability to accomplish the Essential Job Results stated below.

Job knowledge absolutely required before entering the job

- High school diploma or equivalent.
- Ability to work independently with indirect supervision.
- Ability to work with people from various socio/ethnic/cultural backgrounds.
- Valid Alaska Drivers License.
- Ability to read, interpret and follow equipment manuals and instructions.
- Ability to read, interpret, abide by and document required procurement procedures, facility inspections, and health, safety and security operations.
- Ability to cope with stress and crisis situations in a calm manner.
- Certification in 1st Aid/CPR.

Preferred:

- At least two years relevant work experience in residential or similarly situated facility. Volunteer experience may be substituted.
- Licensure and/or certification in carpentry, mechanical or related facility maintenance field.

ESSENTIAL JOB RESULTS

Maintains essential life, health and safety standards for shelter and facility by:

- Maintaining & monitoring building safety and security equipment and procedures including conducting and documenting routine health, safety and security drills/checks and maintenance of required equipment (fire extinguishers, security lighting, etc.)
- Scheduling and providing/arranging for basic maintenance and repair inside and outside of facility including grounds keeping, gardening, lawn/landscaping & erosion control, composting and recycling
- Maintain, review, revise and update all Facility logs as needed

Assures compliance with all required equipment and building code standards by

- Researching, implementing, complying with and documenting compliance with internal, local, state and federal health, safety, licensing and inspection requirements
- Design & implement ongoing risk management and safety program including training staff in use and operation of standard safety/security equipment

Assures procurement, inventory, storage and access to essential items by

- Provide/arrange for routine expediting including pickup and delivery of mail, air freight, donated items, etc.

- Stocking, storage and maintenance of essential program and building supplies
- Assuring that common use bathrooms and kitchen areas are fully stocked with essential personal hygiene, paper products, and cleaning supplies.

Supervise day and casual laborers hired to assist with special management/maintenance projects

Contributes to the team effort and maintains continuous quality improvement by welcoming new and different work requirements; exploring new opportunities to add value to the organization; helping others accomplish related job results; and being active in self-directed learning and professional growth.

Protects program integrity and confidentiality by adhering to all confidentiality requirements including but not limited to S.A.F.E.'s internal policies, requirements of local, state and federal law and requirements of common sense necessary to protect the safety, dignity and privacy of persons seeking or receiving services.

WORKING CONDITIONS: Fast paced office with moderate noise. Frequent, unscheduled interruptions and jobs requiring hard physical labor. Often required to work outside of building to perform duties in inclement weather. Periodic exposure to situations where an individual is a danger to themselves or others. Exposure to loud noise and injury risk from power tools and other equipment. Occasional exposure to hazardous conditions (cigarette smoke, bodily fluids, spills, chemicals and cleaning agents, broken glass, etc.) Exposure to communicable diseases.

MACHINES AND EQUIPMENT USED: All standard office equipment (FAX machine, computers, copier, telephone, etc.), basic carpentry and repair tools, ladders, step stools and other access equipment, basic power tools and machinery required for maintenance and operations of building and grounds.

PHYSICAL REQUIREMENTS: Ability to walk, sit, hear, speak, climb stairs, stoop, reach, use hands, lift up to 70 lbs, use close vision, operate power and basic carpentry tools, read and write English, operate a motor vehicle.

RELATIONSHIP WITH OTHER PEOPLE: Cooperates and Interacts with all SAFE staff and volunteers and community service agencies with dignity and tact. Will not engage in intimate relationships with a person seeking or receiving services from SAFE. Models nonviolent behavior and freedom from substance abuse.

SUPERVISED BY: Direct supervision by Business Manager in coordination with the Shelter Manager for maintenance related duties

POSITIONS SUPERVISED: May occasionally supervise day or temporary laborers for facility maintenance/management projects.

BACKGROUND CHECK: Position requires applicant to be fingerprinted and submit a national FBI/State of Alaska criminal background check.

SAFE is an Equal Opportunity Employer.
Alaska Natives, persons who are multi or bi-lingual and survivors of
Domestic violence, child abuse, or sexual assaults are encouraged to apply.

ALL EMPLOYMENT WITH S.A.F.E. IS AT WILL. S.A.F.E. RESERVES THE RIGHT TO REVISE OR CHANGE JOB DUTIES AND RESPONSIBILITIES AS THE NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT

Adopted/Revised: 9/09