

Jerusalem House, Inc.
Job Description

Title: Program Facilities Manager—Housing Programs

Reports to: Executive Director/Director of Finance

Department: Program/Maintenance

Date: November 2013

Classification: Exempt, FT

GENERAL DESCRIPTION:

Under the direction of the Executive Director and Director of Finance, the Program Facilities Manager (PFM) is responsible for the ongoing maintenance, repair, and physical operations of two freestanding residential housing facilities of Jerusalem House, and for negotiating and managing service and repair contracts and purchases for all agency housing programs. Responsibilities include, but are not limited to, the sourcing and procurement of services, FFE, and supplies used by the agency to support the ongoing operations and maintenance of four housing programs. All actions recommended or taken by the PFM must comply with all policies and procedures established by local, state and federal agencies, including government and public grantors and Jerusalem House internal Fixed Assets and Procurement policies.

SPECIFIC RESPONSIBILITIES:

- Manages the operations, performance and expenditures of the Facilities Maintenance Department to (i.) insure housing facilities and assets are properly maintained, (ii.) contracted services are performed in accordance with agreed upon scope and terms, and (iii.) repair and maintenance expenditures are of best value and within approved budgets.
- Negotiates and manages contracts, subcontracts and agreements for facilities repair and maintenance and for the purchase and acquisition of goods, services, and FFE for all housing programs.
- Provides a quality assurance review of all contracts, subcontracts, leases, agreements and purchase orders and maintains associated hard copy documents archives for access, security and audits.
- Performs detailed analysis of quotations and proposals received from vendors, contractors, and subcontractors.
- Works with facilities-based Program Managers to validate need, scope, and timing of facility repairs.
- Supervises and trains the Facilities Maintenance staff consisting of Maintenance Supervisor and Maintenance Technician.
- Prepares and issues purchase orders, work orders, service contracts and Requests for Proposals.
- Reviews and approves invoices for payment.
- Coordinates and executes resident moves with program managers.
- Coordinates on-site and off-site storage activity and stores purchased program products in safe, clean environment.
- Prepares detailed needs and costs analysis for use by agency in submitting grant requests and for budgeting future agency expenditures for all housing programs.
- Responsible for the recording and tracking of fixed assets and non-asset items to insure the integrity of data.
- Maintains procurement records such as items or services, purchased costs, delivery, product quality or performance and inventories.
- Participates in physical inventory counts and performs reconciliations of program supplies.

Program Facilities Manager

Page 1 of 2

- Resolves defective or unacceptable goods or services with users and vendors to determine source of trouble and takes corrective action.
- Recommends standard policies and procedures to ensure adequate control of all purchases and inventories for all housing programs.
- Ensures compliance with city, state and federal codes and regulations.
- Performs other duties as assigned.

QUALIFICATIONS and DESIRED EXPERIENCE AND SKILLS:

Bachelor's Degree required and five years procurement or facilities maintenance experience; or experience and skills commensurate with responsibilities

- Mechanical and technical skills related to facilities management.
- Experience in multi-unit housing or health care/hospitality industries in areas of procurement or management of furniture, fixtures, equipment, supplies and operation support services.
- Skilled in the preparation of budgets and project cost estimates with experience in working within zero budget and lean financial environments a plus.
- Experience in negotiating and executing contracts.
- Excellent decision making skills with the ability to work in either team environment or independently.
- Ability to meet critical deadlines on a regular basis.
- Able to read, analyze and interpret contracts, leases, general business periodicals, professional journals, technical procedures, and governmental regulations including OMB and HUD.
- Software proficiency in areas relevant to the position including computer/IT database organization, access, retrieval and analysis techniques, such as ERP, Access and Excel software programs.
- Ability to write professional reports, business correspondence and procedure manuals.
- Excellent oral and written communication skills.
- Valid Georgia driver's license with a vehicle in good working order.
- Flexible hours are required including evenings and weekends as needed.

Annual Compensation: Jerusalem House offers a competitive pay package and benefits commensurate with experience.

To be considered for this position, email a cover letter and resume to jobs@jerusalemhouse.org. No phone calls, faxes, or hand-delivered resumes.

EEO Employer