

commons

COMPANY OF LANCASTER

Position

Facilities Manager

Job Description

Perform preventative care and repairs on all real estate, vehicles, and equipment owned by Commons Company. Create and maintain detailed inventory of equipment, log repairs, keep financial records, and budget replacements. Do special projects related to new store build outs or renovations as needed.

Responsibilities

- Work a minimum of 32 hours a week with the understanding that some weeks can be less than than and others far more based on project timing.
- Create and maintain accurate detailed inventory of all equipment, vehicles and properties
- Maintain financial records and budgets for all entities related to repairs, asset valuation, and forecasting for replacements
- Stay current with regular preventative maintenance on all equipment
- Complete regular inspections of exterior appearance of all properties and entities
- Perform snow & leaf removal as well as other seasonal maintenance on properties
- Diagnose and repair equipment and properties as requested in a timely fashion
- Respond quickly (within 15 minutes) to Slack #Maintenance channel communication
- Maintain basic inventories of maintenance supplies in each entity
- Create and maintain a Problem Solving document for each entity for trouble shooting
- Schedule oil changes, repairs, and inspections of auto fleet
- Dispatch 2nd party vendors to perform repairs outside the scope of your abilities
- Deliver unused pallets and occasional junk to proper disposal facilities
- Perform special request projects from COO as needed

Knowledge, Skills, & Abilities

- Available to respond to weekend and after hours repair needs in a timely way
- Strong problem solving, communication, and organizational skills.
- Demonstrate decision-making abilities and leadership skills.
- Capable of performing basic electrical, plumbing, and carpentry repairs.
- Able to perform simple drywall and painting projects.
- Familiar with operating tools to perform drilling, hammering, cutting and sawing, grinding, welding, and torching in a variety of contexts.

- Demonstrate capacity to figure out unknown situations and come up with proper solutions.
- Proficiency with email, Google docs, and operations applications.
- Ability to coordinate scheduling & properly prioritize projects
- Ability to ensure adherence of established procedures and quality standards
- Own a cell phone capable of using slack and other work related apps
- Must have a valid driver's license and submit a Motor Vehicle report before time of hire

Physical Requirements / Working Conditions:

- Must be able to lift 100 pounds.
- In an 8-hour work day: standing/walking 6-8 hours.
- Hand use: single grasping, fine manipulation, pushing and pulling, and repetitive motion.
- Work requires the following motions: bending, twisting, squatting and reaching.
- Exposure to FDA approved cleaning chemicals.
- Exposure to temperatures: <32 degrees Fahrenheit (freezing), 32-40 degrees Fahrenheit (refrigerators), >90 degrees Fahrenheit.
- Ability to work in a wet and cold environment.
- Ability to work a flexible schedule including nights, weekends, and holidays as needed.
- Ability to use tools and equipment, including saws, hammers, box cutters and knives.
- Ability to use warehouse equipment, including handcarts, forklift, and ladders.

Oversight:

Reports Directly to: Crystal Weaver (COO)

Reports Indirectly to: Kevin Hollinger (Asst COO)

Note: The purpose of this document is to provide a general summary of essential responsibilities for the position and is not meant as an exhaustive list. This document does not reflect all job duties or requirements for every position. Requirements build as one progresses through the job levels, so any job duties required at a lower level may be required at the higher level in addition to the duties listed for that higher level. Duties, assignments, and other responsibilities may differ for similar positions based on business conditions, departmental or geographic location, and/or needs for the particular position.