

FACILITIES MANAGER JOB DESCRIPTION

Crisis Pregnancy Center of Tidewater (CPCOT) is hiring a full time Facilities Manager to oversee and manage the day-to-day maintenance of CPCOT's five locations in addition to its storage facilities, equipment, vehicles, and supplies. Candidates should be able to manage and prioritize a variety of tasks while maintaining accuracy and efficiency. The ideal candidate will provide polite, professional, and timely communication to donors, staff, volunteers, and landlords via in-person, phone, and email contact. This position reports directly to the Director of Administration.

Duties and Responsibilities

- Oversee building and equipment maintenance
- Schedule preventive maintenance for equipment and internal systems (e.g. vehicles, HVAC systems, pest control, building alarms and security cameras)
- Prompt communication and action regarding maintenance issues and emergencies
- Monitor and administer building security systems for staff and volunteers
- Develop and maintain professional relationships with contractors, tenants, and landlords
- Document maintenance issues and keep organized records of contractor/inspector information
- Research job or equipment pricing/ get quotes/ organize proposals for supervisor approval
- Pick up and drop off printing jobs and bulk mail orders
- Special Event Support - room set up/tear down, transporting supplies in a trailer
- Maintain vehicles and trailers (inspections, oil changes, tires)
- Maintain storage units and transfer donation items when needed
- Provide logistics to all five clinics and satellite centers within the Hampton Roads area
- Coordinate volunteer maintenance projects for small/large groups upon request
- On call for emergencies and alarm center response

Characteristics

- Have a personal, vital, and growing relationship with Jesus Christ and exhibit a Christ-centered life
- Be in complete agreement with CPCOT's doctrinal and mission statement
- Be self-motivated and well-ordered in his/her personal life
- Have a warm, gentle, and hospitable spirit for the family of CPCOT
- Embrace CPCOT's values and the behaviors that support those values

Skills

- Possess a genuine desire to meet the needs of others
- Ability to perform basic handyman skills
- Be self-organized, efficient, and proactive
- Be versatile, the job list may change often based on the needs of the clinics and satellite centers
- Be able to establish and maintain effective relationships and partnerships with staff, vendors, and volunteers
- Demonstrate the ability to manage multiple projects, priorities, and deadlines simultaneously
- Be a strategic thinker able to arrive at solutions to complex issues
- Clearly communicate facility updates and needs to the leadership team

We are looking for someone who is interested in a full-time position. This position will be expected to be available during normal office hours each weekday, but some nights and weekends may be required. Must be available to be on call for emergencies and alarms.

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