



**JOB: FACILITIES COORDINATOR** – Full-Time/Non-exempt

**JOB PURPOSE:** To maintain Infant Crisis Services' building facilities to ensure a clean and safe environment for babies and toddlers in crisis, their families, staff, donors, guests, and the general public.

**SUMMARY**

Under direction of the Manager of Inventory Services, this position performs a variety of general tasks and assignments within the building, warehouses, offices and around the grounds of the organization. The Facilities Coordinator is responsible for overseeing and maintaining Infant Crisis Services' property, including its building, parking lot, and landscaping. Provides warehouse duties support and sets-up and breaks-down for volunteer projects, special events and meetings. Picks-up product, donations, and other supplies and materials from local retail vendors, individuals, and other agencies. Delivers product to Infant Crisis Services mobile locations and as needed.

The Facilities Coordinator is expected to serve as ambassador at large for Infant Crisis Services and must demonstrate professional excellence and always perform to Infant Crisis Services' standards of quality.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Oversees all aspects of building maintenance and operations; ensures compliance with all fire, building and operations codes; renews all required permits and licenses; monitors warranties; provides minor routine maintenance and janitorial services as needed; and ensures that all building services, equipment, and functions are operating at maximum effectiveness.
- In accordance with the Infant Crisis Services Crisis Plan and Safety protocols, maintains and inspects all safety and emergency equipment (including weather emergency supplies), implements policies and procedures relating to safety issues. Implements evacuation procedures and workplace safety procedures following established protocols.
- Provides daily maintenance in warehouses (hub 1 and hub 2) including organizing, restocking, cleaning, and sweeping.
- Assists with warehouse (hub 1 and hub 2) tasks including the receipt, storage and distribution of materials, equipment, and products.
- Assists volunteer department with various projects and/or processes in hub 1, hub 2 and packing rooms.
- Plans and performs basic building repairs, miscellaneous jobs and handyman work as needed such as light bulb replacements, and hanging pictures, signs, and plaques.
- Regularly assesses status of facilities and property to maintain the building as a safe, clean, aesthetically pleasing environment. Inspects and maintains the exterior premises (grounds, building and parking lot), including removal of debris. Removes trash from all kitchens on daily basis.
- Monitors and analyzes building systems and maintenance problems such as HVAC, electrical, plumbing, appliance maintenance and security and coordinates maintenance and/or repair with approved vendors.
- Moves and stores office furniture and equipment.
- Stocks needed materials and supplies and assists with ordering when needed.
- Picks-up product, donations, and other supplies and materials from local retail vendors, individuals and other agencies as needed.
- Delivers product to Infant Crisis Services mobile locations as needed.
- Operates manual and electrical forklifts in accordance with safety standards.
- Sets up and breaks-down tables, chairs, etc. for special events and meetings.
- On-call for emergency situations related to facilities, and is available after hours, nights and weekends on an emergency basis.
- Collects and disposes of waste, shovels snow, maintains outside sidewalks, and assists in keeping outside premises in an orderly and safe condition.
- Other related duties may be directed by supervisor or designee.

## **EDUCATION AND/OR EXPERIENCE**

- High School Diploma required.
- At least one (1) year experience in warehouse, building maintenance or general labor environment
- Forklift Certification/experience a plus.

## **SKILLS AND ABILITIES REQUIRED**

- Must adhere to Infant Crisis Services core values of respect, compassion, kindness, and love.
- Ability to make minor repairs and maintenance on a priority basis; familiarity with building mechanical and electrical systems.
- Must be willing/able to drive large vehicles (does not require special drivers' license).
- Must be willing/able to operate a forklift (training provided) and other equipment.
- Must be willing/able to work in a variety of environments including a climate-controlled warehouse and a non-climate-controlled warehouse.
- Strong verbal and written communication skills; strong organizational skills.
- Ability to plan, organize and pay attention to details to ensure facility and inventory services accurately meet the agency needs.
- Strong interpersonal skills: ability to work well with staff, volunteers, and board members to develop and maintain a supportive working relationship with these groups.
- Ability to work independently and as part of a team.
- Strong problem-solving skills, including the ability to deal effectively with highly charged issues and situations.

## **COMPUTER EQUIPMENT AND SOFTWARE REQUIREMENTS**

- Basic word processing skills (i.e., Microsoft Office Systems, Outlook).
- Experience in use of standard office equipment.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Oklahoma Driver's license
- Proof of Insurance
- CPR (training can be completed through Infant Crisis Services)
- Forklift certification a plus

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to sit; stand; walk; use hands to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl, talk, and hear. This job occasionally requires climbing and working from ladders. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds and must be physically and mentally fit to respond to emergency situations. Must have visual acuity to read and draft reports, memos, letters, etc. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The employee will be exposed to a variety of environments including a climate-controlled warehouse, non-climate-controlled warehouse, and regular office environments in close quarters with other staff and clients. Job responsibilities may require frequent driving of varying distances between main office site and other locations. May be exposed to hazardous weather and driving conditions; not all sites will be wheelchair accessible and may have uneven, wet, or other hazardous walking surfaces. Occasionally will work or drive outside in all weather conditions. Moderate exposure to unusual elements, such as temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. The work environment involves some exposure to hazards or physical risks, which require following basic safety precautions. Chaotic situations will occur characteristic to working with infants, toddlers, and mothers in need. Exposure to strong odors such as soiled diapers and clothes, poor hygiene, etc.

**The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**