

Community Action Partnership of Cambria County

Facilities Manager (Exempt)

Reports to: Chief Operating Officer

Department: Facilities

Classification Group: A

Date: December, 2024

Approved by: Joshua Yoder
Executive Director

JOB SUMMARY:

1. The position of Facilities Manager involves specialized work in Maintenance and Custodial duties within Community Action Partnership of Cambria County.
2. This position is supervised directly by the Chief Operating Officer of Community Action Partnership of Cambria County.

ESSENTIAL RESPONSIBILITIES:

1. Performs all activities necessary to complete the buildings and grounds objectives.
2. Ability to fix small maintenance and construction projects.
3. Supervises and evaluates all building maintenance personnel.
4. Participates in the annual self-assessment.
5. Oversees all daily operations and maintenance of physical properties.
6. Secures necessary bids for any major repairs and supervises the completion of those projects.
7. Assists in the negotiations of all building maintenance agreements.
8. Inventory and distribute maintenance supplies to all facilities.
9. Performs other reasonably related duties as assigned by supervisor.

ADDITIONAL RESPONSIBILITIES:

1. Attends meetings as required.
2. Participates in required job-related training.
3. Assists staff members with miscellaneous tasks as needed.
4. Follows the program procedures relating to confidentiality.
5. Mandated Child Abuse/Neglect reporter
6. TB screening.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to lift at least 50 lbs. repeatedly.
2. Ability to use both hands and legs.
3. Ability to climb stairs.
4. Ability to kneel.
5. Full understanding of custodial and maintenance duties.
6. Pediatric First Aid and CPR Certification.
7. Ability to problem solve.

8. Demonstrate writing, verbal, and computer skills.

MINIMUM REQUIREMENTS OF EDUCATION, TRAINING, AND EXPERIENCE:

1. High School Diploma or GED. (Required)
2. At least two years of experience in a supervisory role. (Required)
3. Demonstrates expertise in building maintenance. (Required)
4. Current PA Driver's License and reliable transportation. (Required)
5. Free of Child Abuse/Neglect history as verified by proper authorities prior to the start of employment. (Required)
6. Must obtain NSOR, Child Abuse, PA State Police, and FBI Fingerprint Clearances prior to the start of employment. (Required)

EMPLOYEE'S SIGNATURE: _____

DATE: _____