

**TITLE: FACILITIES MANAGER**

**SUMMARY:** Under direction of the Program Director (PD), Assistant Program Director (APD), and Regional Clinical Supervisor (RCS), the Facilities Manager is responsible for the operations and overall upkeep and maintenance of the physical plant associated with the Multi-Service Center (MSC).

**REPORTING RELATIONSHIP:** This position reports to the PD, APD, and RCS of the Multi-Service Center.

**STATUS:** Full-time, Non-Exempt

**DUTIES AND RESPONSIBILITIES:**

1. In conjunction with the PD, APD, and RCS, this position ensures the efficient operation of the Center, specific to the physical building functions.
2. Collect information related to program facility maintenance and inform PD, APD, and RCS as to potential facility issues, such as seek out bids from vendors or coordinate deliveries.
3. Maintain inventory of paper products and cleaning supplies.
4. Responsible for ongoing janitorial responsibilities throughout the day. This includes shower replenishment, restroom maintenance and replenishment, and laundry area maintenance as well as trash for the entire building (this includes breaking down of cardboard boxes, recycling, etc.).
5. Organization of the back of the building storage areas including the Thrift Store.
6. Main contact for MHA owned vehicles (includes but is not limited to scheduling maintenance with car dealership/mechanic, minor repairs, filing with gas, etc.).
7. Maintain relationships with janitorial, linen, exterminator, and other vendors to ensure adequate supplies and proper performance.
8. Perform minor repair work as needed throughout the program site.
9. Responsible for mail: postage meter use and maintenance, drop off/ pick up at post office P.O. Box, open and disperse to appropriate staff member(s).
10. Responsible for pick up and drop off of donations (food, or otherwise) as well as weekly grocery shopping.
11. Attend weekly staff and other designated agency meetings.
12. Attend trainings and events as appropriate.
13. Perform other duties as assigned by Program Director, Assistant Program Director, and Regional Clinical Supervisor.

**MINIMUM QUALIFICATIONS:**

1. Knowledge of severe mental illness, homelessness, substance abuse and service delivery systems preferred.
2. Excellent verbal skills and flexibility.
3. Able to build rapport with mental health consumers.
4. Ability to uphold the philosophy and practices of MHA.
5. Possession of a California Driver License and a driving record meeting agency insurance requirement.
6. Must adhere to agreed upon schedule coordinated with the PD, APD, and RCS.
7. COVID-19 vaccination and booster are preferred.

**PHYSICAL DEMANDS:**

1. Ability to stoop, bend, or lift throughout the day.
2. Frequently move about the center to provide maintenance and upkeep.
4. Communicate and interact daily with Consumers and staff.
5. Ability to a minimum of thirty-five pounds.
6. Occasionally drive personal and/or MHA vehicle.

*Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

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