

Facilities Manager

Under the supervision of the Housing Team Lead, the Facilities Manager oversees NLHHC facility management activities. The Facilities Manager is responsible for a variety of property related responsibilities for eleven sites (8 residential and 3 administrative). The Facilities Manager is also a key member of the NLHHC team evaluating capital needs and planning for new capital projects. The work of the Facilities Manager is supported by a part time maintenance staff person.

Specific Responsibilities

Buildings - Yearly Inspections

- Boiler maintenance/service
- HVAC maintenance/service
- Veola - Cross Connection Inspection
- Generator (Shelter) Yearly Inspection
- Sprinkler System maintenance-scheduling testing
- Back Flow Prevention Device Assemble Test
- Coordinate any required inspections with Fire marshal-
- VA inspection—understand inspection standards, conduct pre-inspection, coordinate inspection with VA and manage any needed follow-up
- CHC inspection-- understand inspection standards, conduct pre-inspection, coordinate inspection with CHC and manage any needed follow-up
- Fire extinguishers—annual inspection
- Inspect all properties annually (on a rotating basis) to identify repair/capital needs.

Buildings – Monthly (review and follow up when needed)

- Pest Control
- Safety Lighting
- Fire drills—shelter and VA Mountain Ave quarterly
- Defib Machine/inspection
- Cameras—identify any issues and work with appropriate vendors for follow up
- Tent/Propane Tanks
- Routine checks of building, stairs, ramps, driveways, furniture for safety hazards—identify and follow-up as needed.

Emergencies Preparedness

- Storm preparedness - flashlights, etc.
- Biohazard cleanup kits
- First aid kits
- Narcan supplies

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Routine operations

- Vehicles (inspections, maintenance/repairs, registrations)
- Facilitate staff related moves
- Coordinate small scale renovation projects
- Locks/Keypads—coordinate changes as needed and maintain file of all codes
- Monitor utility suppliers for any issues
- Monitor internet issues as all sites and report any issues to IT vendor for follow up
- Coordinate turnover of rental units to prepare for new tenants.
- Coordinate completion of move out reports as tenants leave units to identify any damages.

Repairs and Maintenance

- Coordinate response to work orders from staff and tenants.
 - Where workorder can be completed by HHC staff, assign responsibility for follow up.
 - Track work order progress.
 - Retain outside professionals as needed
- Arrange for Plowing/shoveling at all HHC properties
- Arrange for Mowing and landscaping maintenance
- Arrange for Power washing buildings/walkways
- Regular building maintenance-loose tiles, replacing door locks, painting, etc
- Coordinate use of outside contractors plumbing, electrical, carpentry, security, etc
- Maintaining “Safety data sheets” that are required by OSHA for all chemicals that we use
- Gemma Moran runs as needed
- Maintaining all documents relative to codes and inspections
- Dump runs when needed for shelter and our properties
- Respond to facility emergencies at all HHC properties.

Capital Projects

- Support contracted project managers and outside contractors in work related to major capital projects.

Other

- Participate in Safety Committee meetings
- Assist in identifying and developing plans for new capital projects.

Application Information

The ideal candidate for this position has experience with property management and facility maintenance plus strong communication and problem-solving skills.

This is a full-time position and requires in-person work at our sites in New London. Some evening and weekend hours are also required. Compensation is \$24-\$26/hour based on experience.

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Applications will remain open until a candidate is selected. Interested applicants should submit a resume and a detailed cover letter describing his/her relevant experience. Resumes without cover letters will not be reviewed. For a more information about the work of the New London Homeless Hospitality Center please check our website at NLHHC.org.

Applications may be submitted by email to:

Nicole Thomas
Personnel Manager
personnel@nlhhc.org

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