

# MISSION STATEMENT

Homeboy Industries provides hope, training, and support to formerly gang-involved and recently incarcerated people, allowing them to redirect their lives and become contributing members of our community.

**Job Title:** Facilities Manager

# Essential Duties and Responsibilities

The Facilities Manager, maintains and oversees a company’s grounds, buildings and equipment to ensure that the workspace is safe and functional. Duties include negotiating contracts with service providers and contractors, inspecting facilities to meet safety and health code regulations and coordinating renovations and updates

# Key Duties

* Prioritize, organize, direct, and perform operations and activities involved in the inspection, cleaning, repair, and routine building maintenance activities
* Schedule routine inspections and emergency repairs with outside vendors
* Receive, prioritize, and coordinate response to work orders; monitor progress of maintenance and repair projects; inspect completed projects for accuracy, completeness and compliance with established standards, requirements, work order specifications
* Create reports on maintenance, repairs, safety, and other occurrences
* Inspect buildings and facilities to identify maintenance and repair needs; assure proper identification and resolution of safety hazards
* Supervise maintenance ground staff
* Review budgetary and financial data; control and authorize expenditures in accordance with established limitations; estimate labor, materials and equipment needed for assigned functions; compile cost estimates
* Assess and strategize on solutions for major repairs and upgrades
* Manage construction projects
* Responsible for maintaining all Homeboy Industries locations

# 

# Basic Qualifications

* 3 -5 years’ experience with HVAC, electrical, mechanical, process controls, painting, plumbing and carpentry, or similar combination of experience and education
* Knowledge of proper use of equipment, materials and supplies used in maintenance work
* Knowledge of health and safety regulations, applicable laws, codes, rules regulations, policies, and procedures
* Previous experience managing vendors, preparing budgets and capital plans
* Ability to read and interpret blueprints, schematic drawings, and technical manuals
* Financial Management and leadership skills
* Strong written and verbal communication skills

# Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

# Compensation

This is a full-time non-exempt position with a full benefits package including health, dental, vision, Life AD&D, and retirement account.

*If you are interested in this position, please send your resume with a cover letter to careers@homeboyindustries.org.*

*Homeboy Industries is an Equal Opportunity Employer.*