



## Facilities Manager

### Full-Time/Exempt Position

Center for the Pacific Asian Family (CPAF) is a non-profit organization recognized nationally for its pioneering work in domestic violence and sexual assault. CPAF's multi-lingual and multi-cultural services include a 24-hour hotline, short term and long term shelters, counseling, case management, and supportive services. CPAF also provides violence prevention programs, outreach, education and advocacy on the issues of family violence and violence against women, focusing on the Asian and Pacific Islander community.

CPAF is a community based organization that draws from multiple disciplines to holistically serve individuals and families of many different sizes and cultural backgrounds. Staff work in environments where children are present and may be called upon to provide support as needed.

### **Summary Statement:**

The Facilities Manager [FM] shall oversee the Operations team and coordinate with Shelter teams to provide day-to-day over sight for the organization's three shelter facilities, under the direction of the Director. The FM shall be responsible for developing work plans to address the operational needs of the shelters, implementing the plan, and ensuring the effort meets expectations as agreed upon with the Director. CPAF provides services from several locations, three of which are confidential. Due to the confidential nature of services provided by CPAF, the ideal candidate will be conscious of the need for security and sensitivity when potentially working around clients and comfortable working in all locations.

### **Duties and Responsibilities:**

- **Oversight of Facilities and Agency Vehicles:** Responsible for health, cleanliness and safety of shelter facilities and vehicles by addressing repair and maintenance needs as they arise, responding to emergencies during off-hours if requested by managers or directors; oversee the established bid process and collect bids from outside vendors; vet all contractors. Review and negotiate vendor contracts as appropriate and prepare contracts for the Executive Director's signature. Coordinate repairs with the Shelter Program Director and program staff; Provide on-site supervision of renovations, repairs and relocation projects as appropriate; Maintains a database of vendors and record of repairs and services. The Facilities Manager will be assigned an agency cell phone and will be on-call for after-hours operational emergencies.
- **Leadership:** Directly oversees Operations team staff, independent contractors and vendors to ensure regular repairs and maintenance of all locations are done in a timely fashion. Conducts regular team meetings, and prepares and submits project progress reports and budgets, program and staff evaluations as required.
- **Oversight of emergency and safety program:** Works with the Shelter Program Director and the Administrative Coordinator to enhance safety and emergency planning through periodic staff training, ensuring adequate storage and access to emergency supplies, ensuring that the facilities meet health and safety standards, and evaluating workplace safety and ergonomics. Ensure that all facilities meet health, fire and safety code requirements and ensure that CPAF passes all inspections as required by monitors and funders.
- **Administrative Duties:** Process all invoices and required documentation related to operations and assist the Operations Department with tasks as requested. Follows up with the Fiscal Department to ensure all invoices are paid in a timely manner. Ensures that all inspection records are received and recorded by the appropriate entities. Prepare all operations reports to the executive director as necessary for funders, board meetings, etc. Maintain and update the agency's Strategic Replacement Plan.
- **Teamwork:** Provide general support asked of all staff which may include: responding to emergencies, and maintaining a clean, functioning office. Participate in program and organizational development and fundraising events, and attend staff and team meetings.

- Travel: Driving is an essential job function for this position in order to affect repairs and maintain clean, comfortable facilities. Therefore the employee must have a valid CA driver's license and use their own vehicle or agency vehicle to perform duties. The employee must also be eligible for coverage under CPAF's auto insurance policy.
- **Qualifications:** The qualified candidate must possess demonstrated knowledge, skill, abilities and experience in the following areas:
  - Able to meet the physical demands of the position: able to regularly sit, stand, kneel, stoop, crawl, bend, etc., in order to affect repairs and assemble furniture and machinery. Able to regularly lift and move up to approximately 50 pounds of equipment, materials, etc.
  - Demonstrable working knowledge of computers networks, servers, internet access, and network trouble shooting.
  - Demonstrable knowledge of facility policies, practices and procedures. Knowledge should include facility repairs and maintenance. Basic carpentry skills a plus.
  - Demonstrable knowledge on the use of office equipment including fax machines, copiers, and telephone systems.
  - Self-starter and ability to work independently and meet project deadlines.
  - Attention to details and process oriented.
  - Committed to eliminating intimate partner violence, sexual abuse, and family violence; practices non-violence including non-corporal child discipline.
  - Understands and is aligned with CPAF's organizational values.
  - Understands and appreciates Asian/Pacific Islander cultures; is able to work with diverse communities (race, ethnicity, sexual orientation, disability, age, gender identity, class, etc.). Bilingual in an Asian or Pacific Islander language preferred.
  - Must submit to DOJ level Live Scan and subsequent arrest notification, annual TB test and annual driving record search.
  - Must have access to own vehicle.

#### **Job Execution**

- Strong work ethic, self-directed and able to coordinate multiple tasks, and highly motivated.
- Able to work well independently and as a member of a team; able to work collaboratively and thrive in a flexible, evolving environment, adapt to situations and manage change effectively.
- Able to effectively and efficiently address crises and problem-solve with open communication
- Able to plan work schedule respective to program needs, including working evenings or weekends if needed.
- Demonstrate excellent communication skills, both written and oral.
- Must complete 65-hour domestic violence/sexual assault certification training within twelve months of employment.

Interested parties please submit cover letter and resume to [hr@cpaf.info](mailto:hr@cpaf.info) and state where you saw our posting. Please include your name and the position you are applying for in the subject line. No phone calls please.

Center for the Pacific Asian Family (CPAF) is committed to a policy of equal employment opportunity and does not discriminate against its employees or applicants on the basis of ancestry, age, citizenship, color, disability (physical and mental, includes HIV and AIDS), genetic information, gender, gender identity, gender expression, marital status, military or veteran status, national origin, political affiliation, race, religion (includes religious dress and grooming, sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, request for FMLA, or any other category protected by federal, state or local law ("Protected Categories"). CPAF will not discriminate based on a perception that an employee or applicant is a member of one or more of the Protected Categories, or is associated with someone who is a member of one or more of the Protected Categories. CPAF is committed to fostering a diverse and safe work environment where employees respect one another and share a commitment to our organization's mission, values, and strategies.