



## Facilities and Maintenance Manager

Job Description

\*This position is not eligible for remote work

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*The mission of Family Promise of Gallatin Valley is to empower families experiencing housing insecurities to secure a safe, affordable home, a livelihood, and the chance to build a better future for their children. Our vision is that family homelessness is brief and non-recurring.*

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**Core Values:** Trust, Equity, Authentic, Compassion, Respect, Passionate, and Fun.

**Classification:** Exempt; on call as needed

**Rate:** \$50,000 - \$60,000

**Reports to:** Operations Director

### **Job Summary**

The primary responsibilities of the Family Promise of Gallatin Valley's (FPGV) Facilities and Maintenance Manager is to maintain the safety, security, and functionality of all facilities and properties across the organization.

### **Responsibilities and Duties**

#### **Facilities and Maintenance Assistance**

- Maintain the orderly organization of all FPGV facilities and properties to ensure a clean, welcoming, and safe environment for staff, volunteers, and program guests.
- The Facilities and Maintenance Manager will complete repairs and regular maintenance, including, but not limited to, minor plumbing, electrical and carpentry repairs, moving furniture or other items, and dispose of old furniture or non-working household items. Other maintenance duties as they arise.
- Maintain accurate maintenance records and receipts for all repairs and materials that are purchased, operating within the FPGV's Operations budget.
- Assist in conducting monthly property inspections, ensuring property and grounds are well maintained and conducting move-in and move-out inspections as needed.

- Assist in vendor relations, such as meeting plumbing, electrical, or other professionals at FPGV's properties.
- Ensure compliance with health and safety regulations.
- Perform additional duties as assigned.

## **Skills & Abilities**

### **Skills**

- Effectively prioritize tasks.
- Follow through with responsibilities.
- Communicate effectively with supervisor, co-workers, and guests of FPGV.
- Innovative problem-solving.
- Bi-lingual speaking a plus.

### **Abilities**

- Understand and carry out general instructions in standard situations.
- Solve problems in standard situations. Requires basic analytical skills.
- Work in a dynamic and, at times, chaotic environment with multiple distractions including children of all ages.
- Ability to relate to adults and minors experiencing homelessness in a respectful, non-judgmental, and competent manner.
- Establish professional and well-organized communication with participating families.
- Work with minimal supervision, independently and as a team player.
- Plan, schedule, and organize multiple priorities.
- Effectively communicate with individuals across all socio-economic levels.
- Perform in a multi-tasking environment.

Family Promise is a mission-driven organization that empowers families experiencing housing insecurities to secure a safe, affordable home, a livelihood, and the chance to build a better future for their children. Family Promise embraces families of all compositions, uniting our community to be a part of the solution for those experiencing homelessness. Our vibrant culture is rooted in our Core Values: Trust, Equity, Authenticity, Compassion, Respect, Passion, and Fun. We bring these values to life in everything we do, fostering an environment where both our clients and team members feel valued and inspired. Potential team members would join a collaborative environment of problem solving and innovation, while bringing an exemplary work ethic and positive attitude that is supportive to all.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*FPGV provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, creed, religion, color, national origin, citizenship, age, physical or mental disability, marital status, sex, actual or perceived sexual orientation, and gender identity or expression, in accordance with applicable federal, state, and local laws. FPGV complies with applicable federal, state, and local laws governing nondiscrimination.*