Job Description

**Dove-Homeward Bound Facilities Manager**

**General Responsibilities:**

The Dove Homeward Bound Facilities Manager will be responsible for the upkeep and maintenance of residential facilities and offices, through the Dove-Homeward Bound program. The position will also supervise the Facilities Specialist.

**Examples of Work**

Supervises building and grounds tasks, including lawncare, winterizing, janitorial

Supervises general upkeep at E. Clay Street and scattered residential sites owned/operated by Dove

Arranges for and/or completes unit move in/out 7-day turnaround occupancy preparation, including cleaning, painting, carpeting shampoo, etc.

Completes/supervises handyman tasks (replaces light bulbs, batteries, smoke detectors, patching small holes, etc.)

Meet with landlords, property owners as necessary.

Conducts the Move-In/Move out/ Housing Quality Inspection process for re-occupancy.

Coordinates the scheduling of vehicle maintenance appointments.

Responds to Emergency on-call service requests (no heat, blown fuse, water leak, lock outs, etc.)

Meet with vendors and coordinate services.

Overseeing contract jobs when professional repairs are necessary.

Conducting routine inspections of premises and equipment and maintaining records of required inspections.

Oversees ordering of maintenance supplies for the upkeep & maintenance of vehicles, and offices.

Coordinating and moving donations

Arrange for completion of maintenance requests, as needed for repairs

Meet with other agency housing inspectors and follow recommended protocol

Keep accurate records of maintenance tasks needed, requested, and completed

Attends and participates in all required Dove and Program specific meetings

Attends and participates in agency and program events

Performs related duties as required

**Qualifications**

Applicants should have experience in janitorial, maintenance and cleaning work or the desire to learn. This person will be extremely reliable. This person should be able to stand and sit for extended periods of time, bend, twist, stoop, kneel, exhibit manual dexterity, to complete job responsibilities. This position requires the employee to have access to reliable transportation, a valid driver’s license, and insurance. Prior to employment all employees are subject to background and drug checks as required by program grants and the Dove, Inc. Personnel Policy. These checks may be updated periodically.

**SALARY AND BENEFITS**

The introductory salary range is from $40,000-$45,000 per year with raises available each July 1 based on merit and availability of funds. This employment is contingent upon continued funding for this position. Raises are provided annually based on merit and availability of funding. Fringe benefits include paid holidays, up to 19 paid leave days per year, group health insurance, life and disability insurance, direct deposit, matching retirement fund and an Employee Assistance Program.

**WORK CONDITIONS AND ENVIRONMENT**

This is a full-time position requiring 40 hours per week, and it is subject to the Fair Labor Standards Act. The Dove-Homeward Bound Facilities Manager reports to the Homeward Bound Program Director. The program office is located on E. Clay, Decatur, IL 62521.

This position is funded through a grant, and no promise of employment is made beyond the end of that grant period.

**DOVE, INC. IS AN EQUAL OPPORTUNITY EMPLOYER**

Revised 4/29/22