

Job Description

Enrichment Services Program, Inc.

Job Title: Facilities & Safety Specialist

Department: Early Childhood & Family Services

Classification: Non-exempt

Job Reports To: Early Childhood and Family Services Assistant Director

Job Summary: Provide oversight and guidance for ongoing integration for all areas related to facilities and safety. The Facilities and Safety Specialist's primary responsibility is ensuring ESP, Inc., organizational effectiveness by providing leadership and training for maintaining all facilities along with the management of the workplace safety program. The Facilities and Safety Specialist will be responsible for site evaluations and inspections.

This position provides leadership and direction to ensure that all funding requirements are adhered to, conducts community outreach and maintains relationships with community partners and monitors all programs and systems related to facilities and safety.

This position may supervise maintenance technician(s).

Major Responsibilities/Activities:

- Supervise maintenance workers, and various contractors.
- Coordinate all building and grounds maintenance needs including: maintenance contracts, equipment maintenance or repairs and facilities environmental control equipment.
- Perform field inspections to identify and assist in needed repairs including: building maintenance, lighting and electrical, plumbing, HVAC systems, kitchen equipment and grounds maintenance.
- Serve as coordinator for renovation/construction projects that involve enhancements or upgrades of buildings and grounds and facilities. Manages project budgets, timetables, and oversees completion of work.
- Administers the ESP corporate safety program. Serves as the staff leader to the safety committee; organize and document training, oversees the investigation, documentation and proper follow-through of accidents or safety related incidents; administer safety awards, recognitions, and incentive programs.
- Prepare and submit periodic reports to the Assistant Director regarding the progress of the objectives for the facilities/safety area.
- Assist with orientation and training of staff and community advocates.
- Assist with facilitation of Pre-Service and In-Service.
- Promote good public relations by serving on boards, committees, and participating in community activities.
- Solicit In-Kind donations.
- Take affirmative steps to establish ongoing collaborative relationship with community organizations.

- Perform additional duties as directed by the Assistant Director.

Minimum Requirements:

- Associate Degree in Business or maintenance related field.
- Minimum of three years' experience with facilities maintenance.
- Minimum of one year of management or supervisory experience.
- A valid class C Drivers License
- A satisfactory MVR report
- An equivalent combination of experience and education may be accepted.

Essential Mental Functions:

- Ability to demonstrate effective communication skills, sound judgment and organizational skills.
- Willingness to travel to facilities within the ESP footprint.

Essential Physical Functions:

Incumbent is regularly required to walk, sit, and use hands and fingers to handle or feel objects, tools or controls; reach with hands and arms; and talk and hear. Occasionally required to stand, climb, balance, and stoop, kneel, crouch or crawl.

Regularly lift and/or move up to ten (10) pounds and frequently lift and/or move up to twenty five (25) pounds. Specific vision abilities required including close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, ambient air, temperature extremes, risk of electrical shock and vibration.

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Equipment Used:

Office equipment such as P.C., telephone system, calculators, fax machines, copy machines and other tools and equipment pertaining to this position.

Acknowledged by _____ Date _____

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.