



# JOB ANNOUNCEMENT

January 8, 2025

**Position(s):** FACILITIES MANAGER (FM)

**Community:** AKUTAN, ALASKA

**FACILITIES:** 4-Plex

**Posting Ends:** Open Until Filled

## JOB DESCRIPTION

<b>POSITION TITLE:</b>	Facilities Manager (FM)
<b>SUPERVISOR GROUP</b>	Housing Director
<b>WORKER CLASSIFICATION</b>	Employee
<b>OCCUPATIONAL GROUP</b>	Facilities
<b>WORKER STATUS</b>	Non-Exempt
<b>SCHEDULE &amp; BENEFITS GROUP</b>	Regular Part-time (up to 10 hrs.)

### POSITION SUMMARY

The Facility Manager plays a pivotal role in ensuring a clean, comfortable, and inviting facility for residents. The primary responsibility is to maintain and foster positive resident interactions and communication, ensuring the cleanliness and welcoming environment of the facility through janitorial duties, and coordinating effectively with the housing department.

### ESSENTIAL FUNCTIONS

Demonstrate the character, integrity, and proficiency that represents the Aleutian Housing Authority (AHA) to the highest professional standards. The activities listed below are not intended to be all-inclusive. The Facilities Manager may perform other related duties as directed at meeting the ongoing needs of the residents.

#### Facility Management, Maintenance, and Housekeeping

- Conduct regular inspections of common areas including smoke/CO detectors to ensure residents' comfort and safety
- Conduct unit inspections as directed
- Assist with snow removal, landscaping, and other seasonal maintenance tasks
- Conduct periodic janitorial duties to include sweeping, mopping, vacuuming all floors, cleaning, disinfecting high-touch surfaces such as door handles and light switches and disposing of common area trash and debris
- Complete or coordinate maintenance tasks
- Ensure weekly and annual checklists are completed in a timely manner
- Maintain inventory of facility supplies
- Ensure entryways and stairwells are always accessible
- Monitor pest control devices and disposal

**Liaison activities** - The FM serves as the point of contact between AHA, the residents of the facility, and other service providers. Residents often reach out to the FM with complaints or questions. The FM will forward any

issues, disputes, or inquiries to the housing department. Additionally, the FM will inform residents of maintenance or housekeeping tasks scheduled for their units when necessary.

#### **KNOWLEDGE AND SKILLS**

- Ability to work independently and follow directions
- Basic knowledge of building care, maintenance and general carpentry
- Ability to maintain schedules for cleaning
- Customer service skills

#### **EDUCATION AND EXPERIENCE**

None required

#### **SUPERVISION EXERCISED**

No supervisory responsibilities

#### **WORKING CONDITIONS**

In this role, you may need to work in diverse conditions addressing resident concerns such as unit damage, noise complaints, or domestic incidents, in addition to performing janitorial duties. The position involves frequent walking, standing, bending, and occasional lifting of objects weighing up to 50 lbs.

#### **OTHER REQUIREMENTS:**

- No felony convictions.
- Participation in continuing education and training both provided by the AHA and not provided by AHA, as required.
- AHA is a drug and alcohol-free workplace. Mandatory drug screening is required prior to hiring and other screening may be performed during employment per AHA's policies.

#### **GENERAL**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. The Aleutian Housing Authority reserves the right to revise this Job Description at any time. This Job Description is not a contract for employment. Therefore, either you or Aleutian Housing Authority may terminate the employment relationship at any time, for any reason, with or without notice, with or without cause.