



POSITION SUMMARY

Wayside Waifs Inc.

Title: Facilities Manager
Reports To: VP of Finance and Administration
Date Prepared: August 2019
Status: Exempt
Approved By: President

The Mission of
Wayside Waifs

Preparing pets and people for the bond of their lives.

We accomplish our mission by protecting and caring for the animals under our watch; by reaching out to the community for love and support; and by teaching others about the profound joy that pets bring to our lives.

POSITION SUMMARY

This position is responsible for the direction and management of the facilities staff; hands-on maintenance and repair of the Organization's buildings, grounds, vehicles, equipment; and for the safe, compliant and efficient operation of the same. This position requires a working knowledge of all electrical, heating, cooling and plumbing needs and to proactively and efficiently maintain the physical plant of Wayside Waifs. Supports the Vice President of Finance and Administration by providing leadership and guidance to the Facilities staff, evaluating and maintaining positive vendor relationships, and recommending capital expenditure needs.

PRIMARY ACCOUNTABILITIES

Achieve Organizational Results

- Direct the facilities staff and actively participate in all maintenance needs for the facility. Prioritize the workflow and assist staff with performance of tasks. Determine which functions can be most efficiently and economically accomplished internally versus utilization of a contractor.
- Be the primary contact and communicator for all inspections for the shelter as required by local and state government.
- Assist VP of Finance and Administration with preparation of annual facilities and capital budgets and meet budget goals as assigned.
- Work with the VP of Finance and Administration to develop and implement all operational strategies, goals and tactics for the facilities team.
- Promote and maintain a safe work environment.
- Ensure all internal customers and external vendor relationships function in an efficient and effective manner.
- Develop and maintain a preventative maintenance program.
- Maintain maintenance records in an organized and detailed manner.
- Other duties as assigned.

Vendor Communication and Relationships

- Function as primary point of contact for external facilities vendors and all contracts we have with them. Develop lasting, mutually satisfactory relationships with vendors, and ensure open, constructive communication through ongoing communication.
- Identify new vendors who are more cost effective without sacrificing quality of goods or services.
- Make recommendations when contracts/agreements come up for negotiation
- Manage construction projects as directed.



POSITION SUMMARY

Wayside Waifs Inc.

Staff Leadership and Direction

- Foster a workplace that results in the development of a high performing team. Recruit, develop and inspire a highly effective team. Ensure that all staff are properly coached and directed, and that clearly defined measurements of performance and rewards are utilized to enhance individual and organizational effectiveness.
- Resolve conflicts, and ensure that all employees perform their functions in a manner consistent with organizational policies, procedures, and best practices associated with their respective disciplines.
- Ensure that Wayside Waifs' physical plant meets or exceeds all regulatory standards
- Ensure all inspections are passed and all local and state operating licenses are current and renewed on time.
- Work with the Vice President of Operations to prepare and oversee all capital expenditures approved by the board.

ESSENTIAL FUNCTIONS/KEY COMPETENCIES

- Strong leadership skills.
- Knowledge of mechanical, electrical, plumbing, HVAC, security and communication needs for the facility.
- High level of skill at building business relationships and strategic partnerships with internal and external resources.
- Ability to build consensus and focus within the Wayside Waifs organization, as well as among vendors and contractors.
- Ability to work well with people in a variety of high-stress situations.
- High level of problem solving skills.
- Ability to make critical decisions supported by analysis.
- Effective communication and customer service skills.
- Respect and compassion for animals in our care.

POSITION REQUIREMENTS

Education/Experience

- College degree in Business, Administration, Facilities Management or equivalent experience.
- Minimum of 2 years of successful facilities management experience.
- Must have a valid driver's license and clean driving record.

Physical/Environmental

- Exposure to wet and/or humid conditions and outside weather conditions.
- Significant amount of standing during a typical day, exposure to fumes, animal smells or airborne.
- Repetitive bending, kneeling, stooping and similar movements required.
- Moderate to high noise level.
- Exposure to a variety of animals and animal waste.
- Must be able to lift 50lbs. to waist height.