

Job Description

Job Title: Facilities and Maintenance Manager
Department: Facilities
Reports To: Director of Operations
Job Status: Regular/Full-time
FLSA Status: Exempt

Physical Strength: Heavy
Revised By: Colette Blakely
Revision Date: May 12, 2022
Approved By: Tom Whitaker
Approval Date: June 6, 2022

SUMMARY

The Facilities and Maintenance Manager ensures all facilities of the Abbey are well maintained, sustainable and in proper operational working order. This position develops and maintains effective and efficient policies for the Maintenance and Service Departments. The Facilities Manager oversees the day-to-day operations of the service departments and ensures the Abbey maintains a current and active Preventative Maintenance program, Strategic Maintenance Plan and a Capital replacement plan.

The Facilities Manager is the Project Manager and participant in all Building and Special projects. This position develops an annual budget and maintains effective cost controls of each service department. Resulting outcomes will be: (a) system and staff are responsive to those being served, (b) work is being done in a timely and efficient way, (c) there is good and respectful communication between facility service departments and those appointed as liaisons and (d) standards of maintenance and care are maintained at the highest possible level.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Note: While this listing is a comprehensive representation of essential duties of the position, it is not necessarily all-encompassing and additional duties may be assigned as needed to meet organizational needs.

- Works with the Director of Operations to establish and implement the policies responsive to the mission and vision of Mount Angel Abbey in the areas under the Facilities Managers management.
- Oversees the operational care of the Abbey's overall facilities.
- Oversees all maintenance operations and supervises, monitors and directs the maintenance staff in their assigned areas of expertise.
- Oversees the setup, completion and continuous improvement of the Abbey's preventative maintenance program.
- Receives, records, distributes, and reviews and ensures the timely completions of all maintenance work requests and the "UpKeep" Maintenance program.
- Prepares all necessary reports including but not limited to the following:
 - Asbestos abatement
 - Hazardous chemicals
 - Other topics as required.
- Works with the Assistant Facilities Manager in the area of safety inspections, ADA & DEQ compliance and other state and county Codes and Regulations.
- Creates and maintains a department handbook for systems and procedures (operations, maintenance, emergencies).
- Creates, maintains and facilitates the Abbey's Facility Preventative Maintenance program.
- Creates, maintains and facilitates the Abbey's Facility 3/5/7 year Strategic Plan.
- Creates, maintains and facilitates the Abbey' Capital Replacement program
- Prepares and manages maintenance operating budget.
- Maintains knowledge of best practices in facilities management.
- Serves as an active member of the Building Committee.
- Ensures responsiveness, efficiency, and professional work from staff in all areas.
- Hires, trains and evaluates all direct reports to adequately perform job functions, responsibilities and duties as described in the appropriate job description.

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- Collaborates with Human Resources in the creation and maintenance of job descriptions for all Direct reports.
- Conducts annual reviews and continues a cycle of continuous departmental and cross-training.
- Ensures good communication with liaisons, directors, department managers and executive leadership in all areas.
- Manages vendor and contractor relations (including construction projects and landscaping).
- Works with the monastic representatives on the animal herding contracts.
- Oversees the management and direction of the Warehouse Manager, the warehouse, shops, all supplies and inventory.
- Proposes and manages the budgets within all areas of responsibility.
- Complies with inspection, permit and license requirements.
- Manages, operates, and maintains HVAC systems, Water and Septic systems, and Fire Protection Equipment.
- Manages and oversees the purchasing of parts and supplies
- Accurately processes and submits invoices for payment to Business Office in a timely manner.
- Supports and manages various Abbey's Capital projects as necessary.
- Maintains all Hilltop parking, signage, and lighting.
- Oversees facility-related Hilltop security, in conjunction with the Security Committee.
- Proposes long-range plans for ongoing minor improvement projects. Implements facilities improvement projects that are not under a general contractor.
- Conducts quarterly building inspection, identifying equipment and building deficiencies and recommending corrective action.
- Works with the Facilities and Maintenance Team to establish on-call protocol and coverage for emergencies pertaining to maintenance.
- Frequently interacts with individuals both within and outside of organization.
- Always maintains the highest health and safety standards; uses Personal Protective Equipment as necessary and complies with building codes and all other regulations.
- Ensures the timely and accurate entry and approval of timekeeping records and time off requests.
- Ensures the development and implementation of appropriate safety procedures and processes to facilitate the safety of staff, volunteers and monks in assigned work.
- Performs other duties as assigned in the best interest of maintaining and preserving the mission, vision and culture of Mount Angel Abbey.

SUPERVISORY RESPONSIBILITIES

Maintenance Team, Warehouse Supervisor, and Fleet Supervisor; may direct the work of Monks, volunteers or work study students.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must possess considerable knowledge of safety precautions and the hazards related to building and equipment maintenance.
 - Must have working knowledge of the following codes; OR-OSHA, Life Safety Code, Uniform Building Code, Uniform Fire Code, Uniform Plumbing Code, Uniform Mechanical Code.
 - Must have working knowledge of energy management systems with related computer skills.
 - Must possess basic computer skills including word processing skills including word processing and spreadsheets.
 - Ability to direct and supervise employees in a manner conducive to full performance and high morale.
 - Ability to estimate time and materials required for projects.
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- Ability to read, write and interpret plans and specifications in the English language.
- Ability to work with outside contractors.
- Ability to keep records and prepare concise written reports.
- Ability to establish and maintain harmonious relations with other staff, faculty and students.
- Requires strong communication skills and a personal commitment to delivering outstanding customer service while maintaining the highest level of confidentiality and discretion.
- Must be a self-starter with ability to work both independently and as a member of a team.
- Ability to take initiative on projects as directed and demonstrate excellent time management skills, while demonstrating a high degree of flexibility, adaptability and the ability to prioritize tasks and simultaneously focus on multiple projects and deadlines.
- Strong attention to detail with a 'process quality' mindset.
- Ability to work independently to analyze problems and judge best solutions or action to resolve or respond to issues.
- Demonstrated ability to interact with a variety of individuals from a diverse variety of backgrounds and cultures, at all levels of the organization.
- Ability to maintain a positive work atmosphere by demonstrating a pleasant and hospitable demeanor and acting/communicating in a manner which facilitates positive working relationships with customers, volunteers, monks, co-workers and organizational leadership.
- Ability to thrive in a dynamic and friendly environment characterized by growth and change.
- Regular and predictable attendance is an essential function of the job.
- Employee must be of the male gender as this position may require working inside the monastery and/or Seminary student living quarters.
- In order to provide our guests/residents/employees with a pleasant and healthy retreat/work/housing experience, while at work the employee is expected to be free of any discernable smells or scents, including but not limited to tobacco, body odor, or personal care products/fragrances.
- Must have current, valid Oregon driver's license with clean driving record.

EDUCATION and/or EXPERIENCE

- Any combination of education, training or experience that provides the knowledge, skills and abilities required to perform the essential functions of the position. High school education and some college coursework preferred. Five years in a supervisory capacity preferred.
- Must possess boiler, refrigeration/air conditioning, and electrical background and experience. C.F.C. license and limited maintenance industrial license preferred.
- Experience in successfully directing a team and managing multiple project priorities.

PHYSICAL DEMANDS

This is often a fast-paced, physically demanding job requiring significant physical stamina and mobility. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The physical activities required to perform the essential functions include, but are not limited to:

- Regularly sitting, standing, walking, bending, reaching, crouching climbing and crawling for prolonged periods of time, in some cases for an entire work shift.
- Continual talking and hearing, both in person and on the telephone; regular seeing, including in both bright and low light conditions.
- Regular pushing, pulling, lifting, and carrying weights up to 50 lbs. unassisted and up to 75 pounds with assistance of a co-worker and/or hoist.
- Irregular reaching, grasping, twisting, turning, walking, and pivoting and all other activities required to perform essential functions.
- Ability to reach (including overhead), work on a ladder and/or aerial lift, kneel, bend, and stand for extended periods of time.

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- Must have a full range of body movements including the use of hands feet and fingers to handle or feel objects.
- Able to handle or feel objects and use tools and equipment and must be capable of bending, reaching, crouching, climbing and crawling.
- Able to manipulate appropriate equipment used in repairs.
- Must have command of all five senses sight, hearing, touch, smell and taste.
- Specific vision abilities required include close vision, depth perception, and the ability to adjust and focus.

WORK ENVIRONMENT

- Includes working outdoors/indoors in various and sometimes adverse climate conditions ranging from very cold with rain to very hot and humid and adverse lighting conditions.
 - Includes ditches, excavation sites, and confined locations, including attics and crawl spaces.
 - Noise level in the work environment is usually moderate to high, with occasional periods of time exposed to machine noise.
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