



American Indian Health and Family Services Of Southeastern Michigan, Inc.

Minobinmaadziwin "A Good Life"

Job Description

Job Title: Facilities, Safety and Transportation Supervisor

Department: Operations *Sub Dept: Facilities*

Reports To: COO

Employment Category: Regular Full-Time

FLSA Status: Exempt or Non-Exempt

Position Summary: The Facilities, Safety, Transportation Supervisor is responsible for coordinating and directing facilities staff with regards to maintenance of the building, grounds, equipment, and transportation vehicles. In addition this position is directly responsible for ensuring a safe work environment for staff and clients.

Essential Duties and Responsibilities:

Facilities:

- Oversees and directs maintenance personnel engaged in equipment installation, facilities equipment repair and preventive maintenance.
- Oversees the opening and closing of facilities as needed.
- Inspects facilities and evaluates use of space and facilities.
- Plans, budgets and schedules facilities modifications, including cost estimates, bid sheets, layouts and contracts for construction and acquisitions.
- Inspects construction and installation progress to ensure conformance to established specifications.
- Notifies management concerning need for repairs or additions to lighting, heating, ventilation equipment, walls, plumbing and all other facilities/grounds improvements needed and performs repairs as necessary and able.
- Maintains facility and equipment files and records.
- Sweeps, mops, scrubs and vacuums hallways, washrooms, stairs and office space.
- Empties trash and recycling containers.
- Assists in preparation, staffing and clean-up of on and off-site events such as health fairs, conferences, cultural events and pow-wows.
- Ensures seasonal maintenance routines (i.e., cleaning snow and ice from sidewalks in the winter, mowing lawns and trimming shrubbery in the spring and summer).

Safety

- Conduct monthly safety team meetings
- Provides training and materials to warn of potential safety hazards and to prevent access to hazardous conditions.
- Ensures AIHFS is a safe working environment by conforming to and complying with Occupational Safety and Health Administration (OSHA) guidelines.
- Maintains condition of AIHFS safety/security devices (i.e., CCTV cameras, security doors, etc.) and makes recommendations for safety upgrades to administration.
- Acts as liaison to public safety, utility, environmental and energy agencies.
- Complies with the necessary safety drills required by law.

Transportation

- Coordinates transports of eligible clients to/from medical, dental, social service or youth group appointments.
- Manages agency vehicles according to GSA guidelines and regulations.
- Keeps vehicles clean and maintains vehicle preventive maintenance routines by scheduling maintenance appointments.

Other Duties and Responsibilities:

- Attends meetings as required
- Directly supervises facilities team members
- Performs other tasks as assigned by administration.
- Exemplifies excellent customer service with patients, visitors, and other employees; shows courtesy, friendliness, helpfulness, and respect.
- Consistently demonstrates respect for the capabilities, different cultures and/or personalities of internal and external customers.
- Relates well, and works collaboratively with, all levels of staff in a professional manner.
- Consistently alters plans/routines when situation requires and continues to perform without projecting stress/frustration that would adversely affect the work environment.
- Takes the initiative to proactively assist others without direct supervision and to resolve problems with other departments and co-workers.
- Submit quarterly agency newsletter article
- Write/Review agency policies when necessary

Education/Experience: Bachelor's degree plus 2 years relevant experience or equivalent combination of education and experience in facilities maintenance, grounds planning and/or management. Must be able to demonstrate requirements during the interview process. Must have strong computer skills.

Additional Qualifications:

- Must be self-directed.
- Must be able to maintain confidentiality, handle crisis and tolerate stress professionally.
- Valid MI Chauffeur's license (will to obtain); other credential or licenses must be kept current and consistent with applicable regulations.
- Ability to maintain a flexible work schedule, including evenings, weekends and overnight or extended travel as necessary.
- Ability to promote an alcohol, tobacco and drug-free lifestyle.
- Ability to apply proficient understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to read and comprehend simple instructions, short correspondence and memos.

Other Requirements: Familiarity and/or experience working with the Native American community; respect for and knowledge of traditional, cultural and spiritual practices of a diverse Native American community, as well as an ability to work with other racially, culturally and ethnically diverse populations.

Work Environment/Physical Demands: The characteristics and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit and use hands to finger, handle, or feel. The employee is often required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NATIVE AMERICAN/AMERICAN INDIAN PREFERENCE IN HIRING WILL BE APPLIED AS DEFINED IN THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTIONS 472 AND 473).

Acknowledgement of Receipt

I acknowledge that this job description is neither a contract of employment nor a legal document. I have received the job description, and I understand that it is my responsibility to read and comply with the duties contained in this description and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

ENTERED INTO PERSONNEL FILE BY: _____ DATE: _____

Revised: 08/2018