



FINNISH AMERICAN HOME ASSOCIATION

197 W Verano Avenue, Sonoma, CA 95476 Tel.: 707-935-0200 Fax: 707-938-0843

Job Title:	Facilities Maintenance Manager		
Group:	Operations	Position Type:	Full-time
Location:	Sonoma, CA	Travel Required:	Minimal

Job Description

Job Purpose:

The position reports directly to the Executive Director and is responsible for the facilities operations including the creation and execution of preventative maintenance schedules, emergency and routine property maintenance, and inventory control of all tools and other maintenance supplies to include these properties: FAHA in general which includes: executive director's apartment; six guest units; two saunas and two dressing rooms; pool, Heritage Center to include: main hall, snack bar, laundry room, storage areas, library, commercial kitchen & pantry and bathrooms; grounds adjacent to these properties and additionally Arbor properties (interior and exterior).

The Facilities Manager is responsible for providing for the immediate and on-going maintenance of the community including cleanliness, heating, air conditioning, phone system, internet, fire and safety alarms, and any other facility areas or functions that may require ongoing maintenance, installation, cleaning and repair. All maintenance tasks must meet an aesthetic standard as set by the Board of Directors.

Duties:

- Facilities/Maintenance
 - Assures all building systems are functioning properly.
 - Maintains all building systems such as plumbing and electrical.
 - Is responsible for ensuring a systematic approach to keys and lock systems for the building and maintains a key log.
 - Works effectively with outside vendors to establish building maintenance controls and systems.
 - Routinely tests safety systems and takes immediate action to correct any problems.
 - Oversees landscaping including lawns, shrubbery, and cultivation of flowers working directly with our landscaper and our landscaping contract.
 - Assists with assuring proper building signage is in place and visible to drive by traffic.
 - Responsible for the cleaning of the saunas and dressing rooms, in keeping with a set standard for sanitation and overall appearance.
- Public Relations
 - Oversees events to assure safety, supplies and well-being of event. Responsible to see that FAHA's property, including satellite properties, is kept clean and undamaged.
- Finance
 - Effectively manages given budget, and assists in new budget planning.
 - Works effectively managing and assisting in management of vendor and supplier programs.



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- Administration
 - Works closely with the Building and Grounds Committee on on-going and needed projects including semiannual volunteer work parties.
 - Provides the Board of Directors and/or Executive Director with a monthly written maintenance report.
 - Coordinates/manages projects depending on their size
 - Other duties as assigned.

Skills/Qualifications:

- Demonstrated experience in repairing and maintaining the following: changing plumbing fixtures; changing electrical fixtures and outlets; sheetrock patch and repair; molding, trim and door planning/fitting and basic woodworking; floor repair; changing locks; painting; and basic landscaping.
- Organizational ability to create inventory systems; order supplies; and create preventative maintenance schedules.
- Physical requirements of the position include the ability with or without reasonable accommodations to see, hear, stand, climb a ladder, bend, kneel, maneuver into tight spaces, work overhead and on the floor, respond quickly to an emergency, and lift and carry up to 50 pounds.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	