



1428 Broad Street • Selma, AL 36701
1-888-540-7722 • www.edmunditemissions.org

Facilities Manager

Location	Selma, Alabama	FLSA Classification	Exempt
Compensation	Commensurate with qualifications	Position Type	Full-time

Overview

Edmundite Missions (www.edmunditemissions.org) is a Catholic service organization focused on community development in Selma, Alabama and surrounding small communities. It has been present in Selma for 80 years and is the leading community development organization in this part of Alabama.

Summary/Objective

The facilities manager ensures optimal functioning of, building systems including mechanical, electrical, and fire/life safety, and the organizations fleet of motor vehicles. The position plans, budgets and schedules facility modifications, including estimates on equipment, labor, materials and other related costs.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Oversees the coordination of building space allocation and layout, communication services, and facility expansion.
2. Plans budgets and schedules facility modifications, including cost estimates.
3. Inspects construction and installation progress.
4. Initiates planned maintenance programs for a variety of buildings, and office equipment, and motor vehicles.
5. Keeps financial and non-financial records.

6. Manages preventive maintenance of facility equipment, including HVAC and office equipment.
7. Negotiates with outside vendors for supplies, repairs, contracts and other measures.
8. Determines and schedules repairs, renovation projects, waste reduction improvements and safety inspections.
9. Manages the purchases, maintenance, and disposal cycle of motor vehicles.
10. Oversees the cleaning and maintenance of facilities.
11. Reviews utilities consumption and strives to minimize costs.
12. Controls activities like parking space allocation, waste disposal, building security etc.
13. Provides capital and repairs and maintenance estimates for the annual budget.

Competencies

1. Attention to Detail.
2. Communication Proficiency.
3. Negotiating Skills.
4. Problem Solving/Analysis.
5. Project Management.
6. Leadership Skills.

Supervisory Responsibility

This position supervises various external contractors and other maintenance personnel, and reports to the Chief Financial Officer of the Missions.

Work Environment

Work is regularly performed in a combination of office and shop environments and is regularly exposed to dust, odors, oil, fumes and noise.

Physical Demands

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms and lift heavy objects.

Position Type/Expected Hours of Work

This is a full-time position. Standard days and hours of work are Monday through Friday, 7:30 a.m. to 3:30 p.m. However, the position requires overnight on-call duty and the ability to work during non-standard hours when the need arises.

Travel

Frequent travel to various sites in and out of town is expected for this position.

Required Education and Experience

High School Diploma.

Minimum of three to five years of progressive experience and responsibility in a maintenance field, at least two of which were holding a supervisory position directing a multifunctional maintenance staff.

Preferred Education and Experience

BS/BA in facility management, engineering, business administration or relevant field.

Facilities management experience in the industry.

Experience in the building construction industry.

Additional Eligibility Qualifications

None required for this position.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Please submit your resume and cover letter to: HR@edmunditemissions.org

No phone inquiries, please.