



**Job Title:** Facilities Coordinator

**Date:** November 2022

**Department:** VV Org

**Location:** Pala/Alambre

**Reporting Supervisor:** Facilities Supervisor

**Pay:** \$17 - \$18.50

**Direct Reports:** None

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**JOB OVERVIEW:** This position is responsible multiple duties and responsibilities in the areas of safety, maintenance and transportation. The employee will understand and maintain reports and records to meet licensing standards governing adult day care centers. It is important that this employee understand the role of the department and how it contributes to the overall success of Vocational Visions.

***SAFETY:*** Safety duties include planning, implementing and overseeing company's employee safety at work. The main duty is to ensure that the company is in compliance and adheres to the Occupational Health and Safety (OHS) guidelines to reduce work-related injuries. This role also conducts safety trainings and orientations to promote safety codes.

**ESSENTIAL DUTIES:**

- Implement and follow safety plans on a daily basis
- Advise, lead and educate employees on various safety-related standards and expectations
- Provide recommendations for improving safety in the workplace
- Review existing health and safety policies and procedures
- Adhere to all rules and regulations
- Enforce preventative measures
- Check if all employees are adhering to rules and regulations
- Oversee workplace repair, installations and any other workplace safety hazards
- Attend safety walks and inspections on a quarterly basis
- Monitors SOS sheets are in place and in respective area
- Oversees monthly safety meetings with participants and staff
- Other duties as assigned

***MAINTENANCE:*** This position also has the responsibility to ensure facility compliance with safety insurance and OSHA regulations, providing a safe work environment for participants as well as staff and implementing and administering Vocational Visions safety policies and procedures. Additionally, this position oversees maintenance of both buildings.

**ESSENTIAL DUTIES:**

- Communicates with the janitor at the Alambre building to determine if minor repairs can be done in-house prior to scheduling outside contractors
- Performs minor repairs to building, fixtures, and equipment
- Checks lighting fixtures and replaces light bulbs and tubes when needed
- Assists in moving, arranging and setting up furniture and equipment
- Replenishes first aid kits as required and ensures fire extinguishers are maintained and recharged annually
- Ensures maintenance of equipment such as sprinklers and elevators
- Tracks central supply inventory and orders as necessary
- Oversees maintenance of landscape
- Provides minor handyman work
- Other duties as assigned

**TRANSPORTATION:** Employee is primarily responsible for ensuring the safety, inspection and maintenance of Vocational Visions vehicles as well as overseeing driver training and ensuring that all participants are transported safely and in a timely manner.

**ESSENTIAL DUTIES:**

- Coordinates all transportation maintenance, inspection and safety in a timely manner and as required by law and or agency policy
- Coordinates the transporting of clients to and from sites, and responds appropriately if issues arise
- Secures vehicle keys and maintains vehicle log entries
- Oversees cleanliness of vehicles inside and out and reports any issues with the appropriate program manager
- Maintains complete first aid kits as well as fire extinguishers in all vehicles, monitoring expiration dates and replacing as needed
- Reports any damage or theft to Vocational Visions' vehicles in a timely manner with Administration
- Facilitates transportation meetings with participants and staff
- Other duties as assigned

**SKILLS:**

- Strong organizational, problem-solving and critical-thinking
- Team player
- Computer proficient
- Ability to treat staff fairly and show respect to co-workers in all departments

**QUALIFICATIONS:**

- 18 years of age or older
- High School Diploma or equivalent
- Valid California Driver's License
- Properly registered and insured vehicle

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

- Standing and sitting
- 90% of work schedule is spent on one's feet (**Essential**)
- Kneeling, squatting, bending, lifting and twisting
- Finger dexterity
- Reaching, pulling and pushing
- Lift, move, push and pull over 50 pounds

**JOB SPECIFICS:**

- Full-time
- Monday – Friday
- 8:00am – 4:30pm
- On-Site at our Alambre Building and Pala Building
- CDC Compliant, including company specific requirements: Masking/Vaccination Policy/Drug Testing/Background Checks/Physicals
- \$17.00/hr. - \$18.50/hr., depending on experience
- Website: <http://www.vocationalvisions.org/>

**BENEFITS:**

- Medical, Dental, Vision, Life, AD&D
- CalSavers Plan
- Tuition Reimbursement
- EAP
- Referral Program
- PTO/Sick Leave

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**OFFICE USE:**

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Preferred Publish Date: \_\_\_\_\_