



**RMHC**  
New Mexico

**Job Title:** Facilities Manager  
**Reports To:** Director of Programs & Hospital Partnerships  
**Position Type:** Full-time, non-exempt, hourly (nights and weekends as needed)  
**Salary Range:** \$42,000-\$52,000 DOE

## JOB DESCRIPTION

The Facilities Manager coordinates and oversees the daily activities for the maintenance and safety of the Ronald McDonald House and Family Room programs. This role is responsible for the procurement and inventory of supplies necessary for the operation of the maintenance program. The Facilities Manager performs a wide range of preventative maintenance and repairs to ensure facilities are always in good repair, scheduling contractors and vendors as needed.

## PRIMARY DUTIES & RESPONSIBILITIES

- Inspect, maintain, and ensure the proper operations of all fire safety, security, heating and cooling systems. Perform monthly safety inspections of smoke detectors, fire extinguishers, and emergency lights. Coordinates annual fire drill in conjunction with the Leadership Team.
- Organize workflow and schedules for facility repairs. Maintain records of all maintenance performed on all facilities. Utilize CMMS to track, prioritize, assign, and complete PMs.
- Monitor need for supplies and maintain appropriate inventories, including basement cleaning and maintenance items.
- Perform regular room inspections for cleanliness and maintenance purposes at both Houses; make repairs as needed.
- Regularly empty and discard of recycling at both Houses.
- Maintain the exterior of Yale House to include removing debris and snow from sidewalks, emptying trash, cleaning parking lots, trimming shrubbery and trees, watering landscape and repairing outside sprinkler systems.
- Maintain trash chute at Highlands House; work closely with hotel maintenance staff for issues that arise.
- Serve as primary point of contact for maintenance issues at the Family Rooms and Katie's Kart, performing reactive maintenance and repairs.
- Perform heavy cleaning duties such as cleaning floors, spot cleaning rugs and removing rubbish as needed.
- Move equipment, office furniture and program equipment as needed.
- Manage contractor and vendor relationships.
- Serve as point of contact for maintenance volunteers, ensuring they have direction and tasks for each shift.
- Ensure routine maintenance and service is completed on RMHC vehicle.
- Operate with full knowledge of RMHC's emergency evacuation plan and coordinate with Leadership Team on random evacuation drills. Keep UNM police and other emergency numbers readily available.
- Ensure that all OSHA safety requirements are followed and maintain a Hazardous Chemicals Manual with up-to-date chemical data sheets.
- Educate new staff on building emergency functions (water suppression, fire alarms, etc.).
- Assist RMHC NM staff in event preparation and with large volunteer groups.

## **ANCILLARY JOB FUNCTIONS**

- Maintain positive and cooperative relationships with all staff, vendors, volunteers, donors and stakeholders.
- Respect the privacy and the confidentiality of all guests and agency information.
- In all instances, serves as an ambassador for the RMHC-NM, appropriately communicating the mission and purpose of the organization.
- Demonstrate respect for diverse cultures and ability to work and interact with all types of people.
- Perform other duties as assigned by the CEO.

## **KNOWLEDGE, SKILLS & ABILITIES**

- Ability to perform physical tasks usually associated with custodial, maintenance, and managing inventories including climbing ladders and lifting 50 pounds.
- Able to work with minimum supervision.
- Demonstrated ability to assess and prioritize work as needed to serve our mission.
- Must have effective problem solving and decision-making skills.
- Ability to manage multiple tasks concurrently.
- Minimum of three years experience in building maintenance, grounds keeping, and custodial work.
- Skillful in general carpentry, plumbing and electrical work preferred.
- Must have a valid New Mexico State Driver's License.
- Conversational Spanish and computer skills a plus.