



Facilities Coordinator Job Description

Position Summary

Working from the Nashville headquarters and reporting to the VP of Operations, the Facilities Manager will be responsible for assisting with daily functions of the Dismas House residence.

Primary Areas of Responsibility

- Routine maintenance of entire 4 story residential reentry facility including building and grounds.
- Operates and maintains custodial functions.
- Ensures that the facility is clean and maintained according to company policy and procedures.
- Conducts and documents regular facilities inspections.
- Checks completed work by vendors and contractors.
- Recommends mechanical, electrical, and plumbing maintenance.
- Communicates workplace safety precautions to employees and residents.
- During resident arrival, assist with orientation and help with getting new residents situated
- Assist with logging and maintaining of combination locks, locker keys and cell phones and bus passes.
- Room set up for new residents with inventory of basic needs and living items such as bedding, clothing, towels, and any other items provided by Dismas House.
- Take inventory of basic needs and facility supplies.
- Monitor cleaning assignments for residents including common areas, kitchen and building grounds and communicating with staff that they are being completed.
- Coordination of needs when outside organizations meet on premise including AV and special requests
- Conduct inventory and cleaning of Dismas property and room assigned to resident when discharged
- Assist with coordination of routine van maintenance.
- Drive residents to appointments, work, and scheduled outings.
- Weekly grocery and basic needs shopping
- Conduct drug and alcohol testing when needed.
- Coordinate with staff on new resident arrivals and orientations
- Other job duties as assigned

Facilities Manager Qualifications/ Skills

- Strong project management skills
- Customer service orientation
- Communication skills



- Decision making
- Problem solving
- IT skills
- Leadership
- Professionalism
- Technical engineering skills

Education and Experience Requirements

- High school diploma or equivalent
- Prefer a BA in facility management, business, information management, or engineering
- 5 -10 years in related positions

Hours

Facilities Manager is expected to work normal business hours Monday through Friday and be “on call” evenings and weekends when needed. Dismas House is a reentry residence and arrivals from prisons can happen late evenings.

Benefits

- Insurance Benefits include Medical, Dental, Vision, HSA, 401k, Life, Long- Term Disability
- Paid Holidays
- Generous paid time off

Please send resume and list of references to careers@dismas.org