



SKAGIT DOMESTIC VIOLENCE  
& SEXUAL ASSAULT SERVICES

## **Facilities Manager**

**Classification:** PTE Non-Exempt, 10hrs/wk

**Responsible to:** Shelter Services Supervisor

**General responsibilities:** Performs general maintenance of emergency domestic violence shelter and at advocacy center as needed. Also performs grounds maintenance work

It is our policy and in accordance with our commitment to eliminate discrimination to provide equal employment opportunity and to provide services to anyone who seeks assistance, race, color, religion, disability, pregnancy, national origin, sexual orientation, gender, gender identity and expression, age, ethnicity, income, veteran status, or marital status.

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### **Duties:**

- Responds to general maintenance requests including but not limited to: repairing holes in walls, painting, fixing damaged property, purchasing and installing equipment
- Coordinating with outside contractors when necessary for work outside of the scope of expertise for job
- In collaboration with supervisor coordinate volunteer groups on various non-direct services at the shelter.
- Performs weekly, monthly, quarterly and seasonal routine maintenance for shelter upkeep.
- Maintains property in a neat and orderly fashion. Performs grounds maintenance work including lawn mowing, weeding, pruning, cleaning gutters, and general outdoor lawn and building upkeep
- Maintain boundaries with shelter residents
- Performs other duties as assigned.

### **Qualifications:**

- Working knowledge of hand tools and maintenance techniques.
- At least 3 years of experience providing maintenance services
- Must be able to lift, push, and pull 50 lbs on a regular basis and be able to squat, kneel and climb.
- Demonstrated ability to communicate effectively
- Successful completion of a criminal background check
- Must have a dependable vehicle, valid WA state drivers license, and proof of insurance
- Must be willing to follow directions, work independently and as a team member
- Must be able to maintain strict confidentiality
- Sensitivity and knowledge of the issues regarding domestic violence and sexual assault
- Ability to work with individuals from diverse economic, cultural, and social backgrounds
- Must believe in an anti-oppression model and be committed to ending violence against women and all forms of violence

I have read and understood this job description: \_\_\_\_\_ Date \_\_\_\_\_