



Position Title: Assistant Facilities Manager
Reports To: Facilities Manager

Date: June 2026
Location: Grand Way Commons

I. Position Summary:

The Assistant Facilities Manager is responsible for overseeing all aspects of building maintenance and safety for all CS properties. They also supervise the Maintenance Technician Supervisor, Turn-Over Supervisor, Housing Inspector and Maintenance Coordinator. They collaborate with other departments as necessary to maintain quality housing for residents.

II. Principal Responsibilities:

- 1. Monitor and Maintain life safety systems for all CS managed properties.**
 - Ensures compliance with sprinkler, fire alarm and fire extinguisher tests.
 - Reviews any reported deficiencies and delegates corrective action as needed.
 - Evaluates systems looking for efficiencies and recommends change when appropriate.
 - Monitors and implements safety programs for all maintenance staff including OSHA requirements, offering safety training on a regular basis, and being an active member of the Emergency Response Preparedness (ERP) Committee.
- 2. Oversee building and grounds maintenance for all CS properties.**
 - Routinely inspects and develops a preventative maintenance plan for all CS properties.
 - Create and implement corrective work plan as needed.
 - Supervises Maintenance Supervisor regarding work orders, daily operations and on-call procedures.
 - Teaches and trains Maintenance Technicians on CS standards for: appearance of grounds, building cleanliness, turnover readiness, and repair work. Enforces that all properties meet CS standards and other regulations.
 - Establishes necessary safety procedures and associated training required to keep staff safe.
 - Serves as problem solver and resource for maintenance supervisor and maintenance technicians.
 - Manage Direct Digital Control systems for all appropriate properties.

- Trains staff on digital plans and O&M Manuals as well as DDC (Direct Digital Controls) systems (or facilitates third party trainings).
- Manage Reasonable Accommodation requests with operations staff.
- Maintain keying system and protocol throughout the portfolio.
- Maintain Maintenance Manual with site specific information on systems.
- Responsible for contracting a variety of services including snow removal, landscaping services, and other associated contracts as assigned.
- Work closely with Maintenance Coordinator to make sure work orders are managed properly, testing and inspection of all systems are scheduled, and deficiencies corrected.
- Supervise Housing Inspector, to assure compliance with all applicable regulatory requirements including NSPIRE/REAC and Housing Quality Standards (HQS). Additional supervisory support for Housing Inspector will be provided by Housing Manager Team Leader.
- Assist Facilities Manager on Capital Projects as assigned.
- Responsible for CS vehicle maintenance (truck and van) including registration and inspection.
- Collaborate with department Supervisors to develop training and conduct staff meetings.
- Other duties as assigned

3. Supervise Maintenance Technician Supervisor, Turn-Over Supervisor, Housing Inspector and Maintenance Coordinator.

- Review and approve time off requests.
- Review and approve employee timesheets.
- Develop protocols and procedures.
- Conduct staff meetings and keep employees informed of CS information.
- Regularly meets with direct reports.

6. Mentor on necessary repairs and troubleshooting issues.

- Available to answer questions and guide staff through urgent repairs such as clogged drains and no heat complaints.
- Available to troubleshoot maintenance related issues.
- Oversee the direct clean up of floods or other major damage.
- Work to repair/replace major systems.
- Orders hard-to-find parts/supplies and/or finds alternative solutions.
- Participates in property budget development with Director of Operations to ensure staffing hours at each property are appropriate. Works with staff accountants to predict maintenance expenses at each property.

III. CS Standards of Conduct:

- Demonstrates a commitment to the mission and values of CS.

- Demonstrates respectful and effective communication with co-workers, residents, families and vendors.
- Protects the privacy and confidentiality of information related to residents, families, staff and general CS operations.
- Communicates a positive image about CS to the community.
- Conducts themselves in a safe manner by adhering to all safety practices, rules and standards throughout the workday.
- Demonstrates a commitment to quality and proactively seeks to make improvements to systems and processes.
- Maintains a professional appearance that is appropriate for their position.
- Reports to work on time, completes timecard accurately in UKG, provides advance notice for time off, and appropriately manages CTO time.
- Demonstrates a commitment to integrity in work habits and use of CS resources.
- CS's mission and operations require that an employee is prepared to perform duties as assigned that may be outside their principal responsibilities.

IV. Minimum Qualifications:

Must possess at least five years of relevant maintenance experience including heating, electrical and plumbing skills and painting. Must possess a valid Vermont driver's license, dependable vehicle and clean driving record. They must be able to travel to property sites. Prior supervisory experience required. Experience with developing budgets and good computer skills are required. Organization and ability to prioritize in real time is critical.

V. Working Conditions and Physical Demands

- This position requires considerable walking, lifting (routinely lift 50 pounds), bending stretching and squatting.
- They will be working on construction sites, near heavy machinery and in confined spaces.
- Responds to emergency situations as needed.
- May require some weekend or off-shift hours. May fill in for direct reports as needed.

Note: Non-Essential Duties are noted with an asterisk.

Employee Name (printed)_____

Employee Signature_____

Date:_____