

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
7 NORTH 31<sup>ST</sup> STREET  
BILLINGS, MT**

**VACANCY ANNOUNCEMENT**

**~INTERNAL/EXTERNAL~**

**POSITION:** Facilities Manager

**WHO MAY APPLY:** All Qualified Individuals

**WORKSITE:** 7 N 31<sup>st</sup> Street  
Billings, MT

**RATE:** \$22.49 - \$28.28 DOE

**HOURS:** M-F; 40 hours a week; plus emergency on-call

**DUTIES:** See Job Description

**OPENING DATE:** Immediately

**CLOSING DATE:** Until filled

**QUALIFICATIONS:** See Job Description

**HOW TO APPLY:** Submit Completed HRDC Application Form With  
Current Resume to:

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
P.O. BOX 2016  
7 North 31<sup>st</sup> Street  
BILLINGS, MT 59103**

HRDC is an Equal Opportunity Employer

**POSITION DESCRIPTION**  
**HUMAN RESOURCES DEVELOPMENT COUNCIL**

**POSITION IDENTIFICATION**

<b>Functional Job Description Title:</b> Facilities Manager	<b>Department/Program:</b> Facilities
<b>Reports To:</b> Chief Operating Officer	<b>FLSA Status:</b> Non Exempt
<b>Supervisory Position:</b> Yes	<b>Position Status:</b> Full-time
<b>Prepared By:</b> Human Resources	<b>Revision Date:</b> August 2020

**POSITION SUMMARY**

Under the supervision of the Chief Executive Officer and in accordance with the direction and mission of District 7 HRDC, the Facilities Manager is responsible for the overall direction of maintenance and operation of all HRDC buildings, properties, and mechanical functions, i.e. plumbing, HVAC, electrical, and structural. This position is also responsible for the maintenance of agency vehicles.

**MISSION OF ORGANIZATION**

Through its mission, HRDC empowers people in need through the mobilization and development of community services creating opportunities for success in Big Horn, Carbon, Stillwater, Sweet Grass, and Yellowstone Counties. All HRDC activities focus on 3 national goals:

- 1) Individuals and families with low incomes are stable and achieve economic security.
- 2) Communities where people with low incomes live are healthy and offered economic opportunities.
- 3) People with low incomes are engaged and active in building opportunities in communities.

**ESSENTIAL JOB FUNCTIONS**

The requirements listed, are representative of the knowledge, skills, and abilities necessary to perform the essential functions of the job. To perform this job successfully, an individual must be able to carry out each task satisfactorily and perform other duties as assigned.

- Partner with HRDC management, agency staff or appropriate vendors to ensure that building repairs and maintenance are completed in a timely, cost-effective manner.
- Monitor and evaluate building and property components on an on-going basis. Recommend and implement authorized changes and repairs.

- Ensure compliance with health and safety regulations by following procedures and product specifications for the safe use of all chemical cleaners, solutions, power equipment, etc.
- Monitor building security and safety. Serve as a point of contact for building emergencies, including on nights, weekends and holidays.
- Clean facilities including: servicing restrooms, sweeping, mopping, vacuuming, dusting, emptying trash, etc.
- Ensure timely snow removal from sidewalks and parking areas.
- Requisition supplies and equipment needed for cleaning and maintenance duties.
- Ensure that agency vehicles are maintained and in proper working condition.
- Supervise and lead subordinate staff [and volunteers] in a fair and productive manner in accordance with the agency's policies, and applicable state and federal laws.
- Participate in the selection process, conduct employee evaluations, enforce discipline, and terminations as required.
- Ensure that appropriate training has been provided to his/her staff as needed.
- Communicate policy and policy changes to his/her staff.
- Resolve employee conflicts and client grievances according to established policy and procedures.
- Demonstrate competency in leadership; develop and maintain an effective team.
- Active member of the agency Safety Committee.
- Complete special projects as assigned. Perform other duties assigned and determined to be productive and efficient for the continuing improvement of the Agency.

**Additional Knowledge, Skills and Abilities:**

- Effectively **communicates** on all platforms.
- Demonstrates **dependability** and **punctuality**.
- Adheres to a consistent work schedule.
- Demonstrates professionalism in the workplace.
  - Maintains professional boundaries with participants;
  - Must have the ability to work with low income and disadvantaged people by modeling an unbiased, non-judgmental attitude.

- Demonstrates positive and appropriate interactions with coworkers and management.
- Contributes to a harmonious and productive work environment.
- Must be a team player to ensure overall program success.
- Nurtures, builds, and mentors employees to build a cohesive team.
- Brings creative suggestions and potential solutions to direct supervisor regarding work barriers and team efficiency

## **MINIMUM QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **Education and Experience:**

Bachelor's degree (B. A.) and one (1) or more years of work related experience; or High School Diploma, GED or HISET with at least five (5) years of work related experience, or equivalent combination of education and experience to fully meet the obligations of the position.

### **OTHER SKILLS and ABILITIES:**

Must have knowledge of home construction principles and procedures and experience in home construction or remodeling. Must have thorough knowledge of maintenance procedures. Strong organizational, listening and communication skills are required. Knowledge of safety requirements for construction and related industries and knowledge of HVAC systems preferred.

### **License and Certifications:**

Must possess a valid Montana Driver's License, proof of personal automobile insurance and must meet insurability requirements for agency automobile insurance policy.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, and talk or listen. The employee is required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and smell. Specific vision abilities required by this job include close vision, distance vision, color vision, and depth perception.

The employee must occasionally move up to 50 pounds manually and by using hand trucks; position oneself to move around office furniture and move from one office to another; frequently communicate with other HRDC employees in person.

## WORK ENVIRONMENT

While performing the duties of this job, the employee may be required to work at various job locations. Due to changes in the location and scope of work, the employee may be required to wear personal protective equipment to ensure a safe work environment. Employee is exposed to the weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

*The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those positions(s).*

*I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.*

*I understand that **HRDC-7** reserves the right to revise or change this job description as the need arises.*

*I have reviewed this job description and received a copy.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_