



THE SOUTH ATLANTIC CENTER FOR VETERANS EDUCATION AND TRAINING, INC.

POSITION: FACILITIES MANAGER

OPEN DATE: 1 DEC 2010

CLOSING DATE: OPEN UNTIL FILLED

FEDERAL CONTRACTOR: NO **TYPE OF BUSINESS:** NON-PROFIT

MAILING ADDRESS: P. O. BOX 5051, COLUMBUS, GEORGIA 31906

CONTACT PHONE #: 706-593-3393 **E-MAIL:** AHARRISON@GCVRET.ORG

JOB LOCATION: CUTHBERT, GEORGIA

PUBLIC TRANSPORTATION AVAILABLE: NO

TESTING REQUIREMENTS: Drug, Alcohol, Background, Credit

EDUCATION: A.A., B.S. /B.A., M.A.

TEMP – TO-PERM:

Work Hours: ON CALL, AROUND THE CLOCK

NUMBER OF OPENINGS AVAILABLE: 1

GENERAL RESPONSIBILITIES:

Fully responsible for operation of the Center, within the guidelines of the Executive Director.

DUTIES AND RESPONSIBILITIES:

1. Performs a variety of housing assignments related to the maintainability, habitability, discipline, and cleanliness of the SACVET's facilities. Schedule and cause to be performed schedule maintenance and repairs as required.
2. Develops and coordinates renovations and maintenance repair and construction projects as required.
3. Meets with and counsels occupants about housing policies, self-help maintenance and repairs standards, safety practices and other aspects of commune living.
4. The Facilities Manager supervises the following functions:
 - a. Supply Clerk
 - b. Maintenance Staff
 - c. Housekeeping
 - d. Laundry
5. Knowledge skills and abilities:
 - a. General knowledge of maintenance, repair and improvement of facility.
 - b. General knowledge of discipline and order.
 - c. Ability to communicate and coordinate in dealing with issues of tenant relations.
 - d. Knowledge of interior and exterior cleaning and maintenance.
 - e. Knowledge of collecting rent.

QUALIFICATIONS:

Degree from four-year institution. Knowledgeable about ordering, inventory, internal controls. Cost-conscious. Strong trouble-shooting skills. Able to supervise large staff preferred. **Veteran preferred.**