

Alternatives For Girls  
Job Description

Job Title: Facility & Grounds Maintenance Coordinator  
Reports To: Chief Operating Officer  
FLSA Status: Non-Exempt / Full-time (30 hours week-full time.)

Department: Support Operations  
Date: July 8, 2011

**DESCRIPTION:** Under supervision of the Chief Operating Officer or designee this individual is responsible for maintaining AFG's buildings, vehicles, grounds and day to day operations of AFG's facility/equipment. Additionally, working with the (clerical) Coordinator of Support Operations, this person is responsible for assuring timely and appropriate outside inspections (health, fire, elevator, etc) are in place as required by city of Detroit and/or state of Michigan. This individual is responsible for maintaining logs on vehicles, and assisting with keys and access cards, building maintenance logs and more.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### Administrative Activities:

1. Will manage maintenance and repairs of AFG's vehicles.
2. Complete minor repairs and maintenance (plastering, painting, plumbing, etc.) of AFG's facility and equipment as needed.
3. Keep maintenance log of completed repair and maintenance (building and vehicles).
4. Outdoor grounds maintenance during the year. Note: winter maintenance includes removal of ice/snow from various areas as needed.
5. Responsible for overall cleanliness of grounds, garages, and building.
6. Maintain janitorial supplies and order supplies as needed within budget.
7. Perform routine cleaning and floor maintenance.
8. Responsible for timely and accurate distribution and return of keys, key cards, etc.
9. Assist receptionist team with reception responsibilities as needed. (This will include all receptionist responsibilities, such as answering the phone, taking messages (1 hour per day max), opening the reception area, sorting mail, screening visitors, etc.)
10. Maintain list of vendors, updating at least annually to assure quality services and control pricing.
11. Report any safety and code problems/violations to COO and take the appropriate actions to correct them.
12. Develop and review list of vendors annually to assure quality services and control pricing.
13. Routinely review facilities practices and procedures to streamline processes and assess costs.
14. Other duties as assigned.

#### Documentation:

1. Completion of all relevant documentation to assure tracking of support operations management and expenditures. With input from supervisor and regular reporting, assist with management of budgetary items in support operations.

#### Intra-Agency Relations:

1. Participate actively as a member of the Support Ops team and assist in facilitating effective working relationships with staff in other agency components.
2. Help develop and nurture strong relationships with other agencies through visits, phone calls, and referrals in order to insure client access to needed services.

#### Inter-Agency Relations:

1. Help develop and nurture strong relationships with other agencies through visits, phone contacts, letters of agreement and referrals in order to insure client access to needed services.
2. Represent AFG in a professional and positive manner at all times.

#### Supervision Given/Received:

1. Participate actively in individual supervision with the COO or designee.
2. Directly supervise, or delegate supervision of volunteers designated to assist in Support Operations including initial and ongoing training, providing support and resource information as needed.

Personal Growth and Development:

1. Pursue professional development and lifelong learning.

Other Duties as Assigned. (marginal responsibility)

EDUCATION and/or EXPERIENCE

1. Associates Degree or High school diploma and equivalent experience.
2. Additionally, minimum of five years proven facility maintenance experience.
3. Proven knowledge and ability to perform minor electrical repairs, plumbing repairs, tile work, etc.
4. Proven knowledge and ability to oversee major electrical, plumbing, other repairs.
5. Familiarity with the Detroit community and its resources
6. Experience working with culturally diverse populations.

General Qualifications:

1. Flexibility, reliability, stability, and consistency in job performance.
2. Excellent verbal and written communication skills
3. Ability to work as an effective team member within a community-based organization.
4. High level of maturity, and personal stability; capable of setting limits and of effective organized follow-through.
5. Ability to handle crisis situations, maintain confidentiality, and tolerate stress professionally.
6. Knowledge of computer word processing programs. Experience with database programs is helpful.
7. Willingness and ability to maintain a flexible schedule, carry a pager/cell phone, and be available 24/7.
8. Meet all Agency licensing requirement: TB test, DHS clearance, etc
9. Valid Michigan Driver's license, excellent driving record and access to personal vehicle.

PHYSICAL DEMANDS/WORK ENVIRONMENT

1. Ability to drive large passenger van.
2. Extensive local driving may be required at times.
3. Heavy and moderate lifting of program supplies, furniture and donations required on a frequent basis.

SALARY RANGE: \$11.00 – \$12.50 depending on experience.

Send Resume to: HR Manager  
Alternatives For Girls  
903 W. Grand Blvd.  
Detroit, MI 48208 FAX #: 313-361-8941  
[sbelchunas@alternativesforgirls.org](mailto:sbelchunas@alternativesforgirls.org)

This position is posted internally for five days after which time external applicants are accepted.

*Women and minorities encouraged to apply.  
Alternatives for Girls is an equal opportunity employer.  
AFG enjoys a smoke-free environment.*