



## Job Description

Position title	Department	Reports to
Director of Facilities Maintenance	Building	CEO
Employment status	FLSA status	Effective date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt \$95,000-\$140,000	12/1/2025

**Purpose:** The mission of St. Vincent Meals on Wheels (SVMOW) is to prepare and deliver nutritious meals to homebound seniors and other vulnerable residents across Los Angeles, regardless of age, illness, disability, race, religion, or ability to pay. The program operates Monday-Friday. SVMOW adheres to the following Vincentian core values: Respect, Compassionate Service, Simplicity, Advocacy for the Poor, and Inventiveness to Infinity.

### Position Summary

This position is responsible for all functions of the Facilities Maintenance department for SVMOW. Under the general direction of the CEO, the Director of Facilities Maintenance will be responsible for areas pertaining to the maintenance, remodeling, and renovation of organizational facilities, equipment and grounds, including energy, security, and fire protection systems; predictive and preventative maintenance programs; and long-range facility maintenance and planning programs, IT/Communications and technology, and the oversight of the Hotel Dieu Senior Apartments

Must be able to plan, coordinate and complete alteration and maintenance projects; estimate and manage project costs, and schedule and supervise trades and contractors; must be able to read blueprints and sketches and have a working knowledge of the trades/crafts including, but not limited to carpentry, plumbing, painting, electrical work, construction and the applicable building and contract laws and codes; ability to prepare specifications and other bid documentation for projects and interpret rules and regulations relating to area of responsibilities; knowledge of building and public contract codes, Disabilities Act, , and related regulations including Senior Housing regulations and requirements; proficiency with applicable microcomputer applications; prepare clear, complete and concise reports and correspondence; communicate effectively and make presentations to various groups including the governing board; effectively train and supervise the work of others—willingness to work flexible hours, including evenings and weekends when necessary.



## **Job Description**

### **Essential Duties and Responsibilities**

- Plans, coordinates, and implements programs and projects related to the maintenance and repair of SVMOW/HD locations, related landscaping and grounds and utility systems.
- Under general supervision, direct all activities and staff pertaining to facilities, maintenance, and housekeeping services in accordance with pertinent standards, regulations, and policies and procedures which includes but is not limited to: bids and contracts; budgets; managing the facilities engineering and planning improvement projects; supervision of professional consultants and other contract personnel; ensure facilities compliance with pertinent building codes, OSHA, and contractual work specifications
- Oversight of the Hotel Dieu Senior Housing program including supervision of the Hotel Dieu Manager and ensures that all regulatory requirements are met and that the property remains in good condition with all necessary repairs and preventative maintenance in a timely manner
- Interact in an honest, trustworthy and dependable manner with employees and vendors
- Possess and maintains an environment of cultural awareness and sensitivity, enabling the facility to fulfill its mission by meeting or exceeding its goals
- Supervises, plans, and coordinates trade personnel activities concerned with the operations pertaining to repair, maintenance, housekeeping, and construction of facilities, equipment, buildings, and grounds to minimize interruption of the facility
- Directs all vendor relationships for areas of responsibility which include but are not limited to establishing work order processes and priorities, negotiating contracts and ensuring that work is performed effectively and efficiently in accordance with clinic and safety standards
- Establish preventative maintenance schedules
- Direct and oversees work assignment progress, quality of work, repair and maintenance of building utility systems, equipment, tools, and training for the Facilities Department
- Actively participates in leadership meetings and in the development of departmental goals, objectives, policies, procedures, and work standards
- Effectively interacts with management to advise and recommend appropriate measures in operational activities, policies, and procedures
- Ensure OSHA rules and regulations and other safety practices are adhered to
- Support modernization and upgrade projects, properties which include but are not limited to maintenance and repair projects, ADA projects, environmental cleanup, and remodeling projects which enhance the educational environment for students and staff.



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- Able to read and follow directions, road maps, and/or other instructions.
- Valid California Driver's License and clear DMV record.
- Background Fingerprint Clearance
- Drug Test Clearance

### Physical Demands and Work Environment

The performance of duties involves working in an office environment and the physical abilities to sit for extended periods of time and work at a desk with extended periods of computer task and lift/move objects of 40 pounds or more.

To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at will relationship.

**Received and accepted by:**

**Signature:** \_\_\_\_\_

**Name and title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The company is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable