

YWCA Oahu

Job Title: Laniakea Facility Supervisor

Employment Type: Full-Time

FLSA Status: Exempt

Department: Facility Department

Job Summary

The Facilities Supervisor is responsible for the day-to-day maintenance and repair of the buildings, grounds, and associated equipment of YWCA's historic Laniakea building located in downtown Honolulu. The Facilities Supervisor coordinates and oversees the staff and contractors that install, inspect, repair, and maintain building systems, including mechanical, electrical, plumbing, HVAC, safety, and waste management.

Core Job Duties:

Maintaining building maintenance and repair

Maintaining building security

Supervising custodial, Lawn care, and pool care schedules.

Supervising and coordinating event venue-use activity.

Championing health and safety for team, tenant, building, and grounds.

Coordinating external contractors.

Supervising the facility team.

Investigating, documenting, and reporting building and grounds care priorities for recommendation.

Essential Duties

- Responsible to all aspects of buildings and grounds day-to-day care, including security, custodial, preventive maintenance, special projects, and emergency services.
- Responsible for the supervision for employees, including training, and performance management.
- Responsible to have knowledge of a variety of semi-skilled tasks in the maintenance, and repair of the facilities, grounds, landscaping and equipment.
- Responsible to recommend or arrange for additional services, such as painting, repair work, renovations, and the replacement of furnishings and equipment with advance approval.
- Responsible to ensure that unsafe conditions are corrected and documented in a timely manner.
- Responsible to inventory stock and ensure that supplies and equipment are available in adequate amounts, and report any needs to management.
- Responsible to investigate complaints about buildings and grounds, any services performed, and equipment, and recommend corrective action to management. Coordinate corrective action with management.
- Responsible to read, interpret, and follow plans, drawings, and facility-related documents.
- Responsible to earn and ensure compliance with all company, local, state, and federal safety

rules.

- Responsible to perform event related tasks as needed, include preparing venues for short-term rental, programs, and volunteer activities.
- Responsible to recommend changes that could improve service and increase operational efficiency.

Secondary Duties

- Responsible to inspect work performed to ensure that it meets specifications and established standards.
- Responsible to prepare reports on activity, personnel, and information such as occupancy, hours worked, facility usage, work performed, and departmental expenses.
- Other duties as assigned by supervisor

Supervisory Responsibilities

Directly supervises 3 non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Education

This position requires a high school diploma (or GED or high school equivalence certificate). This requires at least three years of supervisory experience for team and facility care. Must have knowledge of facility maintenance services with ability to supervise and develop teams, facility scheduled, and day-to-day building and grounds activities related to plumbing, electrical, painting, carpentry, mechanical repair, and landscaping.

Behavioral Characteristics

- Adaptability/Flexibility -- Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- Initiative -- Job requires a willingness to take on responsibilities and challenges.
- Independence -- Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- Achievement/Effort -- Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.

Language Skills

- Oral Comprehension -- The ability to listen to and understand information and ideas presented through spoken words and sentences in English.
- Oral Expression -- The ability to communicate information and ideas in speaking so others will understand in English.
- Reading Comprehension -- Understanding written sentences and paragraphs in work related documents in English.

Reasoning Ability

- Troubleshooting -- Determining causes of operating errors and deciding what to do about it.
- Making Decisions and Solving Problems -- Analyzing information and evaluating results to choose the best solution and solve problems.
- Inspecting Equipment, Structures, or Material -- Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- Time Sharing -- The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).

Mathematical Skills

- Basic skills -- Ability to add, subtract, multiply and divide in all units of measure, to calculate rate, ratio and percentage.

Computer Skills

- Responsible to use Office software, including Word, Excel, and Outlook.
- Responsible to photograph and document facilities in database.
- Responsible to perform daily communication through email, text, and phone calls.
- Responsible to learn software programs for employee schedules, payroll, and agency file storage.

Certification and Licensing

- Must have valid Hawaii State Class A Drivers License.
- Background check and drug testing are required for hire.
- YWCA Oahu will furnish cost for all trainings required. Required to pass other certification and/or trainings, such as Emergency Preparedness, Fire Safety, General Safety Training, Workplace Violence Prevention & Safety, Hazard Communications (GHS) OSHA-10, CPR/First Aid, and

other safety trainings and professional development, as required. Agency will furnish cost for trainings assigned.

- Preference to candidates with experience and ability to supervise and perform skilled labor, including carpentry, masonry, plumbing, minor electrical work, small equipment repair and installation.

Tools & Technology

- Requires daily use of personal smartphone (defined as mobile device that combines cellular and mobile computing functions into one unit) for the purpose of communicating with supervisors and vendors, payroll and routine schedules, daily on-site coordination, documenting facilities conditions with video and photographs, and other tasks as assigned.
- Responsible to operates vehicles, and other facilities equipment, including power tools related to building and grounds upkeep.
- Requires use of harness safety and fall protection equipment for maintenance of roofs and other high areas.
- Knowledge and experience with techniques and tools used for unskilled and skilled labor, including carpentry, plumbing, masonry, and electrical.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing 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:

- occasionally exposed to fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; work with explosives; vibration.
- frequently exposed to wet or humid conditions; work near moving mechanical parts; work in high, precarious places; climb or balance.
- regularly exposed to outdoor weather conditions.

The noise level in the work environment is loud noise.