YWCA Glendale and Pasadena is an essential services provider and is temporarily providing services remotely with partial days in office as assigned by the supervisor.

About Us
YWCA Glendale and Pasadena is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom, and dignity for all. YWCA Glendale and Pasadena’s purpose is to ensure the health, safety and economic empowerment of women, children, and families and to strengthen communities to prevent and break the cycle of domestic violence. We provide resources and support to survivors of domestic violence and their children and through our education and prevention efforts we empower women, girls and families to build healthy relationships, achieve self-sufficiency, and live free from all forms of oppression. Our programs include a 24/7 Crisis Hotline, a 16-bed Domestic Violence Emergency Shelter, a Domestic Violence Community Services Center that provides case management, legal services, adult and child counseling, trauma informed childcare, and housing navigation support, a Violence Prevention Education and Outreach Program, a Girls Empowerment Program that offers after school programming, summer camp and STEAM education workshops and mentorship, and racial justice training and advocacy in collaboration with the Coalition for an Anti-Racist Glendale and other social justice organizations.

Position Summary
The Facilities Supervisor, in coordination with other facilities personnel, is responsible for the oversight of the day-to-day operations, repair and maintenance of our multi-site nonprofit organization.

Under the direction of the Facilities Manager, the Facilities Supervisor performs a combination of duties relating to facilities maintenance that will ensure the effective functioning of the agency. The Facilities Supervisor must possess strong organizational, clerical and interpersonal skills, broad knowledge of electrical, plumbing and HVAC, carpentry and general repairs. The position requires technical knowledge in areas of preventative maintenance, engineering, painting, construction, maintenance procedures and overall operations management skills.
**Essential Tasks**
These are core functions of the job. **Additional duties may be assigned as needed.**

**Facilities**
- Reports any safety concerns, security breaches, and unusual circumstances immediately to the Facilities Manager.
- Ensures that facilities and equipment are cleaned and sanitized in accordance with programmatic, local, state and federal regulations.
- Helps facilities staff with cleaning and/or building maintenance as needed.
- Oversight and may assist with office furniture, fixtures and equipment within and between sites to support staffing changes, relocations, remodels and program expansion.
- Assists, as time allows, with general plumbing, electrical, and aesthetic repairs and routine preventive maintenance tasks for various systems.
- May assist with routine maintenance such as lock replacements, carpentry, painting and other minor general repairs at center level or residential emergency shelter, and assembling furniture, and maintaining equipment used in the course of work.
- Maintain the company vehicle clean and neat. Keep safety in mind while using the company vehicle. Report any work injury or vehicular accident to the Facilities Manager. Incident Reports must be completed and submitted immediately after an accident and/or incident occur.
- Assists with all processes related to pest control efforts including, client and staff education, and scheduling inspections and treatments.
- Works directly with Facilities Manager and team to coordinate major repairs.
- Ensures timely completion of work orders.
- Knowledge of common facility construction, maintenance and repair procedures.
- Working knowledge of building systems, including electrical, engineering, lighting, HVAC, plumbing, and security/alarm.
- Ability to use standard hand and power tools.

**Operations**
- Attend required safety trainings and meetings; follow all safety and health guidelines, standards, practices, policies and procedures; and actively participate in the agency’s Emergency Preparedness and IIP program and activities.
- Assists with clerical and other duties as assigned by Facilities Manager.
- Ensures timely payment of maintenance and building expenses by reviewing and submitting invoices for payment.
- Assists Facilities Manager with annual maintenance budgets; monitor actual expenses within approved budgets.
- Manage all purchases including credit card purchasing process for the Facilities department.
- Adhere to all Volunteer Services protocol relative to volunteer usage, recognition and monitoring.
- Implements preventative maintenance plan for properties, in coordination with Facilities Manager and team.
Management
- Hires, supervises, trains and evaluates general maintenance personnel (currently staff of 1-2)
- Schedules, coordinates and supervises activities of Facilities staff and certain building contractors, including a 24/7 emergency response/on-call system.
- Mentors, trains and maintains a teamwork atmosphere for direct reports.

Desired Knowledge
- Nonprofit experience is a plus.
- Ability to deal with unexpected situations using basic crisis intervention skills.
- Demonstrated ability and willingness to work as a part of a team.
- Prior experience working with domestic violence survivors strongly preferred.
- Experience working with communities of color and people from different cultures than your own.
- Core competencies expected: commitment to quality service, team focused, collaboration, self-accountability, and work standards, fostering diversity, equity and inclusion, good judgement, problem solving, and professionalism.

Minimum Qualifications
- High school diploma or GED.
- 1-3 years of Supervisory experience preferred.
- Ability to multi-task, work independently and under pressure.
- Must possess effective written and oral communication and interpersonal skills with ability to deal with all levels of personnel and the general public in a professional and effective manner.
- Ability to communicate and work with other staff, clients, and contractors from a variety of racial, cultural, and economic backgrounds in a non-judgmental manner.
- Strong project management and organizational skills.
- Must possess good judgement and problem-solving skills.
- Strong computer skills and experience with Microsoft applications, including Word, Excel and Outlook; Experience with facility management programs(i.e., Upkeep).
- Expert knowledge of Facilities management software like Upkeep and etc.
- Must display exceptional customer service and communication skills.
- Operate a work vehicle and provide proof of insurance and clean driving record. Must possess a valid California Driver’s License.
- Must remain flexible to ever-changing environments and adapt well to different situations.
- Read, understand, and clearly speak English.
- Any combination of skills and experience that demonstrates the ability to perform this job effectively.

Job Requirements
- Complete a LiveScan background check.
- Maintain CPR Certification.
• Handle both common and crisis situations at the client site, calmly and efficiently.
• Maintain satisfactory attendance and punctuality standard.
• Work assigned shift Monday-Friday (9:00-6:00) with some weekends and evenings.

Physical Requirements
• Candidate must be able to lift or carry up to 50 pounds.
• Climb stairs, ramps, ladders and run occasionally during shift as needed.
• Occasionally bend/twist at waist/knees/neck to perform various duties.
• Visual acuity (correctable vision to normal level required including close, distant, peripheral vision and the ability to adjust focus and view accurate color perception) needed for detail work, computer use, observe, read, interact with public and co-workers, includes hand-eye coordination.
• Work in various environments including adverse outdoor conditions such as cold, rain or heat.
• Constant mental alertness and attention to detail required while setting priorities and following up on assignments.
• Ability to sit, stand, or walk for extended periods of time.
• Constant use of both hands and arms in reaching, handling, grasping, lifting, carrying and delivering to and from locations.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

YWCA Glendale and Pasadena is an Equal Opportunity Employer and is committed to diversity, equity and inclusion. We are committed to attracting and retaining a diverse staff. YWCA Glendale and Pasadena will honor your experiences, perspectives, and unique identity. Together, our organization strives to create and maintain working and learning environments that are inclusive, equitable and welcoming. YWCA Glendale and Pasadena prohibits discrimination on the basis of age, gender, race, ethnicity, national origin, cultures, religion, immigration status, veteran status, political beliefs, sexual identity, ability/disability, and health/mental health status in all its programs and activities, not only in respect to employment practices but also in the delivery of services.