

Since 1972, Guide Dogs of the Desert (GDD) has made a difference in the lives of individuals who are blind or visually impaired. Over the past 45 years, more than 1400 client/dog teams from around the country have graduated from Guide Dogs of the Desert, enjoying richer, fuller and more productive lives. Attending a 28-day in-residence training program on campus, the blind individual is matched with the highest quality dog that is custom-trained to the individual's personal needs and home environment – at no cost to the client.

Guide Dogs of the Desert is a \$2.24 million, 28-employee service provider to the visually impaired supported by over 200 volunteers who raise puppies for training to be service animals for those in need. All dogs are AKC-registered pedigreed animals who are taught obedience and socialization before their intense specialty training as service animals begins.

Guide Dogs is a 501(c)(3) non-profit organization, totally reliant upon private sector funding.

Facilities Manager

POSITION OVERVIEW

This position oversees all logistical and operations of the organization. This includes information technology, organizational safety, building and vehicle/fleet maintenance, and other program support mechanisms.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Must possess an overall understanding of building maintenance including electrical, HVAC, and plumbing systems, basic construction, kitchen equipment, and landscape care requirements.
- With minimal direction, perform a variety of general to advanced-level work in one or more of the trades, such as plumbing, electrical, carpentry and HVAC.
- Performs general to advanced level tasks, repairs and preventative maintenance on building, equipment, fleet, and grounds.
- Oversees vehicle maintenance program.
- Maintains the grounds and works with volunteers and vendors to ensure that building mechanisms are working properly and safely.
- Develops relations with external vendors, as appropriate, to support the needs of the operation; monitors performance of vendors.
- Responsible for Information Technology Systems and Security. Works with outside vendor in maintaining efficiency with server and all computers within the organization; schedules all necessary upgrades to identify new technology replacement
- As needed, establishes relationships and develops new partnerships with vendors.
- Completes tasks specific to city, state and/or federal requirements or regulations.
- Orders supplies and procures tools and parts as necessary.
- Works with Training Department to identify needs for students while on campus and makes changes to provide for them.
- Works with the department directors to ensure that Safety, Fire and Building Codes are met within each building.
- Coordinates and supervises work activities of direct reports, if any.
- Leadership – Maintains a positive, upbeat role in the company. Promotes and exemplifies organization values, represents departmental objectives and interests to internal and external customers, and is accountable for responsibilities and own actions.

- Customer Service – Follows up on complaints, questions, and concerns; responds to internal/external customer needs in a timely and efficient manner.
- Teamwork - Develops and promotes teamwork and cooperation among colleagues and employees.
- Safety – Demonstrates commitment to a healthy and safe environment and follows all safety and security policies and procedures.
- Flexibility - Adapts to changing policies and procedures, as well as varying deadlines.
- Performs other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or experience

Experience in plumbing, electrical, carpentry or HVAC maintenance required, some supervisory experience a plus.

Minimum 5 years of experience in position with similar responsibilities

Required Skills, Abilities, and Knowledge

Strong ability to gather, analyze and interpret information

Ability to manage vendors effectively and efficiently

Strong verbal and written communication skills

Knowledge of information technology systems and ability to oversee IT

Time management with multiple priorities

Required Technical / Certification / Licenses

Valid Driver's license; First Aid Certification desirable