



Site Manager Job Description

Title: Site Manager

Status: Part-time/Non-exempt, 12hrs/week

Pay Rate: \$25.50/hour

Mission: We engage our community with essential services that empower all people to thrive.

Vision: A community that is healthy, secure, and connected.

Scope: Mountain Resource Center stands as the only nonprofit agency within the Highway 285 corridor, dedicated to offering a comprehensive range of services tailored to low-income residents in need. This agency takes a multi-generation approach, addressing the needs of both individuals and families. Its core programs encompass Community Health, Preschool, and Case Management, all working in tandem to make a positive impact on the community.

Position Summary: The Site Manager will coordinate and oversee the MRC facility in order to ensure organizational effectiveness, efficiency and safety. The Site Manager is responsible for maintenance, relationships with contractors, safety, administrative procedures, inventory control, and overseeing the operation of MRC's fleet of vehicles.

Essential Functions

- Serve as the primary contact for all building-related issues (e.g. climate control, repairs, emergencies, garbage collection, et.)
- Monitor, report, and address unsafe conditions.
- Monitor and update all maintenance requests in Salesforce
- Perform minor plumbing, electrical, and general maintenance; coordinate professional services as needed
- Solicit and review vendor bids and quotes
- Oversee vehicle maintenance, scheduling, and documentation in accordance with MRC Transportation Handbook; update the handbook annually
- Maintain the vehicle use calendar and ensure vehicles remain clean, safe, and operational
- Communicate with Food Share Market staff regarding vehicle performance and upkeep
- Perform general groundskeeping tasks (mowing, pruning, debris and snow removal, etc.)
- Coordinate facility maintenance needs and scheduling
- Manage MRC facility and act as liaison to contractors and the county for all building-related matters
- Approve vehicle expenses, office supply acquisitions, and maintenance/facility acquisitions

- Organize storage areas and closets related to facility operations
- Assist with management of the agency phone system
- Serve as liaison with IT for agency technology and computer needs
- Manage and maintain copiers
- Coordinate volunteer projects in partnership with the Volunteer Coordinator
- Read and record water meter readings weekly
- Adjust furniture in the agency, as needed
- Manage building and vehicle keys
- Coordinate recycling
- Partner with HR as a member of the Safety Team
- Manage MRC security cameras
- Manage inventory of computers, monitors, cables
- Notify partners of MRC closures or changes in operating hours
- Perform other duties as assigned

Monthly and seasonal functions:

- Perform monthly fire suppression water pump tests and measure cistern water levels
- Inspect ceilings and sprinkler heads for leaks as part of fire suppression maintenance
- Conduct routine AED checks
- Ensure furnace rooms are free of combustibles in compliance with fire code
- Replace new furnace filters every 3 months
- Coordinate snow removal as needed
- Assist with annual shredding and disposal of unwanted furniture or items
- Manage pest control visits
- Assess tree safety and maintenance on the property

Annual Fire Suppression Inspections:

Coordinate annual inspections for the following:

- Fire suppression pump inspection
- Fire alarm inspection
- Fire extinguishers inspection
- Fire inspection of MRC facility
- Complete Annual Cistern & Hydrant Inspection form

Knowledge, Skills, Abilities and Accountabilities

The Site Manager demonstrates the following:

- Experienced in routine repairs and able to troubleshoot small issues independently
- Capable of reviewing weather conditions and making informed decisions about operational safety
- Skilled in working with contractors and evaluating bid proposals
- Oversee purchasing needs and keep supplies organized and stocked
- Extremely organized, high attention to detail
- Strong communication skills, both verbal and written

- Ability to multi-task, problem solve, and work independently and in a team environment
- Willingness to accept feedback and adapt accordingly
- Maintain strict confidentiality of clients' information
- Flexibility and ability to adapt to changing circumstances
- Excellent computer skills, including Microsoft Office Suite
- Participation as an MRC team player by attending staff meetings and other organizational events and willingness to share knowledge to advance knowledge and skills of others
- Understanding and agreement to follow all policies, procedures & protocols as set forth in the MRC Employee Handbook, MRC Employment Policies Manual, and other directives
- Conformance to a drug-free workplace, not be under the influence of alcohol and/or other illicit drugs of abuse
- A professional, positive, and polite attitude and relationship with other MRC employees, volunteers, clients, and customers
- Ability to work periodically on evenings & weekends as required for programs and special events

Credentials, Experience and Qualifications

- Experience in facilities, building operations, or property management preferred
- Experience in using Salesforce
- Certifications in facilities management preferred
- Proof and maintenance of proper legal authorization to work in the United States

Compensation and Benefits

- Generous PTO
- Paid Sick Leave
- Family and Medical Leave Insurance, when applicable
- Long-term disability
- Life insurance benefits
- Simple IRA Retirement plan with 3% match

Mountain Resource Center is an equal opportunity employer and prohibits unlawful discrimination on the basis of age 40 and over, race, sex, color, religion, national origin, ethnic origin, economic status, marital or familial status, disability, military status, genetic information, ancestry, creed, gender identity, and sexual orientation, or any other status protected by applicable federal, state or local law.

Mountain Resource Center vows to be anti-racist and foster an environment of mutual respect and acceptance. Mountain Resource Center's values and centers its work on,

•Empowering change •Embracing differences •Understanding and challenging systemic inequities • Achieving equitable outcomes for all communities • Supporting and encouraging personal and professional growth • Cultivating diversity • Valuing individual stories