



Position Title:	Facilities Site Manager
Last Reviewed:	March 2025
Department:	Facilities
Position Status:	Full-time
FLSA Classification:	Non-exempt
Reports to:	Director of Facilities

Position Statement

This is a working maintenance role in which the Facilities Site Manager oversees the day-to-day operations of the properties assigned to their portfolio and is responsible for the supervision of the Site Superintendent team assigned to their county. This position requires 24-hour back up support for the Site Superintendent on-call rotation. At Hearthway, our work is driven by our mission, our core values and our culture of diversity and inclusion.

Key Responsibilities:

Supervision of Staff:

- Lead, supervise, and coordinate the activities of Site Superintendent staff, ensuring effective performance and high levels of productivity.
- Train, mentor, and evaluate team members, providing coaching and support to foster a positive and productive work environment.
- Assign tasks and monitor progress, ensuring maintenance activities are carried out according to established timelines and procedures.
- Conduct regular performance reviews with the Director of Facilities and provide feedback on individual and team performance.

Facilities Management:

- Oversee daily operations of the facilities, ensuring that all systems (HVAC, electrical, plumbing, etc.) are functioning optimally.
- Perform routine inspections of the site to identify potential issues and ensure all maintenance tasks are completed.
- Manage the preventive maintenance program, ensuring all equipment and infrastructure are well-maintained to prevent breakdowns.
- Address and resolve any facility-related issues, including urgent repairs, as they arise.

Safety and Compliance

- Ensure that all maintenance and facility operations adhere to safety protocols, codes, and regulations.
- Maintain accurate records of inspections, repairs, and maintenance activities. Be available for 24-hour snow removal & salting of assigned portfolio properties.
- Participate in annual inspections and remediation processes.

Resource Management

- Assist in budgeting and cost management for maintenance operations.
- Oversee inventory control of maintenance supplies and equipment, ensuring all necessary tools and materials are available.
- Coordinate with outside contractors and vendors.

Project Management

- Assist the Director of Facilities in executing facility improvement projects, ensuring timely completion within budget.
- Work closely with other departments or contractors to manage renovations or repair

Skills & Abilities:

- Proven experience as a Site Superintendent or in a similar facilities/maintenance management role.
- Strong leadership skills with the ability to manage, motivate, and develop a diverse team.
- In-depth knowledge of building systems, equipment, and maintenance processes.
- Familiarity with safety regulations and compliance standards.
- Strong problem-solving and troubleshooting skills.
- Excellent communication skills, both written and verbal.
- Flexibility and exceptional time management are required as priorities may shift frequently.
- Mission-driven and able to maintain strong values and creative solutions in a positive, team-oriented and judgement-free environment.

Requirements:

- High school diploma or equivalent required; associate or bachelor's degree in facilities management, construction management, or related field preferred.
- Relevant certifications (e.g., HVAC, electrical, plumbing) are a plus

- Must have a valid driver's license and reliable transportation.
- Must be able to read, write, and speak English clearly.
- Must be able to work in seasonal conditions (cold, snow, and heat).
- Comfortable with navigating technology (computer, printer, scanner, copier, etc.)

Physical Requirements

The physical demands described here are representative of those that must be met by a team member to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Push, pull and lift of approximately 50 pounds, and occasional lifting of equipment weighing up to approximately 75 pounds may be required.
- Must be physically able to climb ladders, bend, and crawl into awkward spaces.
- Prolonged periods of standing & walking
- Subject to inside and outside environmental conditions

Hearthway's Commitment to Equity

Diversity and culture of inclusion are crucial to the mission of Hearthway, Inc. We believe that self-reflection and awareness is critical, that diverse, equitable and inclusive representation should be reflected by our board, our team members, and in our programming and services.

Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status.



Disclaimer

This job description is not a contract for employment, and it is also not an inclusive listing of all duties, responsibilities, and expectations of the position. This document does not extend an offer for permanent or continuous employment. Hearthway, Inc. is an at-will employer.

(Name)

(Date)

(Signature)