



## JOB DESCRIPTION

<b>Job title</b>	<i>Facility Representative</i>	<b>FLSA Class:</b>	<i>Non-Exempt</i>
<b>Department</b>	<i>Administration</i>	<b>Position Type:</b>	<i>Full Time or Part Time</i>

### Job purpose

The Facility Representative manages the maintenance, security & fire post and supplies for the center and its associated offices. Serves as the primary point of contact between preferred suppliers to provide essential services and maintenance. Provides coordination of special projects as they pertain to the center as a whole. Ensures that project needs are met without compromising and interruption of operation of service to the center. Working to ensure the center is maintained.

### Duties and responsibilities

- Manage building and equipment maintenance schedules, test building security system and prepare for emergencies by creating action plans.
- Maintains the plans for fire evacuation and disaster response. Serves as the facility emergency response representative.
- Presents the environmental health and safety program.
- Involve in planning for the future building space and supply needs of the center.
- Assists in the project planning, designing, and procurement processes; oversees and/or assists in the preparation of project plans, construction bids, and specifications within the center's budget as assigned by management.
- Reviews project documentation from consultants for compliance with all relevant regulations, codes, guidelines, and policies.
- Follows and promotes continuous improvement of the center's safety and environmental policies and procedures.
- Maintains maintenance management documentation on equipment, drawings, reference manuals and general office tidiness.
- Perform other duties as assigned.

### Qualifications

- Bachelor Degree is not required but a plus, in related field with at least 4 years of experience directly related to the duties and responsibilities specified.
- Need to be self-motivated, resourceful and detail orientated.
- Able to stay organized while multi-tasking and work well in a fast paced environment.



華埠服務中心  
**Chinatown Service Center**

- Organizing, coordinating and records maintenance skills.
- Ability to communicate effectively, both orally and in writing.
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Ability to foster effective working relationships within a team environment.
- Required to be proficient with Microsoft Office programs and other computerized maintenance management principles as related to supplies, equipment, and/or ordering and inventory control.
- Knowledge and understanding of utilities operations and standards as applied to a large-scale public facility.
- Able or employed to do occasional domestic repairs and minor renovations.
- Must be able to read and understand blueprints
- Must be bilingual: English and Chinese

### **Direct reports**

Chief Executive Officer