

MUTTVILLE

senior dog rescue



Position Title: Facilities Manager
Classification: Full-time, Exempt
Date: March 2024
To Apply: Email your cover letter and resume to jobs@muttville.org.

About Muttville:

Muttville is a dynamic non-profit organization that has created a new paradigm for animal rescue.

Because senior dogs are the most at-risk in the shelter ecosystem, Muttville was established and became California's 1st animal welfare organization dedicated to supporting senior dogs. Through tireless education and creative promotion, Muttville changed the narrative for older dogs and made them much more desirable. Since its founding in 2007, Muttville has saved over 11,000 senior dogs and counting!

Muttville truly is a happy place for both dogs and people! Rather than utilizing cages, we opened the nation's first cage-free shelter where dogs share communal spaces and can snooze on a couch or interact with other dogs and people. Not only is this more humane, it reduces stress and anxiety. It is also a welcoming and more relaxed environment for visitors to meet a new best friend.

Muttville's adoption program, foster program, on-site veterinary clinic, and hospice program are innovations lauded and emulated nationwide. Our volunteer program enables participants to get closely involved and empowered to make a difference. Muttville also offers interactive and enriching programs supporting local senior citizens and youths.

In Summer 2024, Muttville will move into its new 18,000-square-foot campus in San Francisco's Mission District. The campus will feature an open "home-like" adoption center, a state-of-the-art veterinary hospital, and many areas for the community to get involved.

Working at Muttville:

We are a team-oriented organization with a positive, "can do" attitude. We are committed to helping animals and working with the community. We encourage team members to be creative and seek innovative solutions to achieve our goals. Muttville's inclusive culture empowers us to connect, grow, and be a part of something special. We value diversity in backgrounds and experiences. We seek to hire and cultivate goal-oriented people who want to make the world a kinder place for dogs and people.

As an employee of Muttville, you'll enjoy rewarding work and a friendly, lively atmosphere. Our organization values our team's contributions, commitment, and hard work and is invested in each employee's well-being. In addition to competitive salaries, Muttville offers a comprehensive benefits package to regular, full-time employees. This includes a generous paid time-off plan, paid holidays, medical insurance, a 401(k) retirement plan, life insurance, long-term disability, an Employee Assistance Program, continuing education support, and much more!

Position Description:

Muttville is seeking a Facilities Manager to ensure excellence in the overall appearance and operational performance of our new forever home campus. In this role, you'll maintain our facilities and manage the processes supporting its operation.

As the Facilities Manager, you'll be responsible for the overall integrity of our facilities, ensuring it is safe, welcoming, and functional. This role encompasses everything from general maintenance and repair tasks to more complex project management. Additionally, you'll collaborate with various stakeholders to manage projects and ensure adherence to regulations and safety standards.

Join Muttville's team and help continue our vital work in senior dog rescue. If you're a dedicated, resourceful professional with a passion for dogs and people, and have a knack for facility management, we encourage you to apply for this impactful role. This role requires being dynamic, collaborative, and economical, maintaining a high attention to detail, and the ability to resolve issues quickly.

Essential Duties:

1. Facility Operations & Maintenance

- Oversee the general maintenance, safety, and organization of Muttville's campus, equipment, and vehicle, which may include plumbing, carpentry, painting, installation, repair, and regular upkeep duties.
- Ensure compliance with laws, regulations, and Muttville policies.
- Collaborate with trades professionals to complete complex projects, including bid preparation, negotiation, procurement, and project management.
- Procure supplies and equipment for the building, grounds, and emergency preparedness.
- Monitor and plan for the maintenance and replacement of equipment and building upgrades.
- Oversee maintenance planning, equipment replacement, and building upgrades, including assisting in construction and modification projects.
- Organize and help lead Muttville's move into our new facilities. It may also include other activities, including loading, hauling, and loading supplies and furniture.
- Manage waste disposal process, including coordinating trash pick-ups and disposing of unwanted items. Occasionally, this may include driving to the dump or donation drop-offs at other nonprofit organizations.
- Address pest control needs.
- Promote and conduct good housekeeping practices.
- Responsible for light janitorial work in the community-facing areas of campus (conference rooms & restrooms), ensuring these areas are regularly cleaned and presentable to the general public. Responsible for cleaning the veterinary clinic on weekday afternoons.
- Collect and submit data to the San Francisco Energy Department for the annual Energy Benchmarking Summary.
- Perform other duties as assigned.

2. Management & Administration:

- Utilize and supervise volunteers for projects and facility upkeep.
- Supervise facility-related contract workers.

- Evaluate facility and equipment needs and contribute to developing short-term and long-range maintenance goals. This may include preparing sketches, cost estimates of materials, and interpreting drawings, specifications, and manuals.
- Implement a facility maintenance program, including a schedule, tracking/prioritization of requests, staff collaboration plan, approvals process, and vendor negotiations plan.
- Create Standard Operating Procedures for facilities maintenance programs.
- Maintain an inventory of equipment, records, drawings, plans, manuals, and warranties in an organized and accessible manner.

3. Compliance, Safety, & Security:

- Work with the Director of Business Operations to formalize Muttville's safety program and internal processes.
- Organize and conduct regular safety training for staff, including first aid, AED, and emergency preparedness.
- Actively monitor the facilities and areas surrounding the campus to address hazards affecting staff, volunteers, and the public. This may include addressing general safety issues, disturbances, and loitering.
- Manage security key/card tracking, activation, and distribution.
- Manage the fire protection program and oversee inspections of fire extinguishers and alarms, and maintain relationships with local fire authorities.
- Manage the onsite security alarm system and after-hours monitoring program and establish and maintain a proactive relationship with local law enforcement authorities.
- Maintain records and monitor compliance with CalOSHA and MSDS standards, building and fire codes, maintain IIPP, and serve as a critical contributor to the Health and Safety committee.

4. Budget & Resource Management:

- Coordinate approved capital improvement projects, including cost estimates, budget management, vendor/supplier negotiations, and planning.
- Monitor electricity usage to identify expense reduction opportunities through operational adjustments.

Complexity:

This role requires independent judgment and critical decision-making, handling diverse tasks promptly. Strong analytical, problem-solving, and project management skills are needed. While expertise in all areas isn't required, we seek candidates with experience and commitment to problem-solving and resourcefulness.

Qualifications:

Knowledge, Experience, Education, or Training:

- 2-4 years of general facilities maintenance experience, including installation, repair, painting, plumbing, HVAC, carpentry, and electrical repairs or other relevant transferable skills.
- Knowledge and understanding of safety and compliance laws and regulations related to building maintenance.
- Proficiency in operating power tools and computer software, including Google Workspace, Excel, and Word.
- Strong project management skills and the ability to prioritize tasks effectively.

- Highly collaborative nature with excellent customer service and communication skills, both verbal and written.
- Demonstrated problem-solving abilities and the ability to multitask effectively.
- Basic budgeting skills to prepare proposals, review contracts, and place supply orders.
- Ability to plan, anticipate, and respond to requests promptly and effectively.

Physical Demands and Working Conditions:

- Work is mainly performed at Muttville’s headquarters, where there are shared office spaces with colleagues, volunteers, and dogs, so the ability to be productive and work calmly in our busy and dynamic environment is required.
- Indoor and outdoor working conditions and a general office environment.
- Organizational and planning skills are essential for determining work priorities and time management.
- Creative problem-solving and remaining calm during stress or emergencies are required.
- Physical tasks include sitting, standing, walking, climbing stairs or ladders, reaching, performing repetitive hand motions, hearing, speaking, and lifting to 50 pounds.
- Must be able to visually recognize facility problems or assist with projects.
- Attention to detail and concentration are required to produce accurate work despite frequent interruptions.
- Some travel, weekend, and after-hours work required.
- Regular exposure to free-roaming dogs.
- Ability to address campus security concerns comfortably, demonstrating a willingness to engage in de-escalation techniques and conflict-resolution training.
- Exposures to potential hazards include lifting materials, cleaning chemicals and disinfectants, noise (barking, tools, equipment), potential electrical hazards, and power tool hazards.

Certificates and/or Licenses:

- Valid California driver’s license, favorable driving history, and proof of auto insurance.

Reports To:

Director of Business Operations

Salary & Benefits:

The anticipated salary range for this position is \$75,000-\$90,000. The actual salary offered to a successful candidate will depend on several factors that may include but are not limited to skill set, experience, education, and qualifications.

In addition to competitive salaries, Muttville offers our regular, full-time employees a comprehensive benefits package. This includes health, vision, and dental insurance, a 401K retirement plan, life insurance, long-term disability, an Employee Assistance Program, paid time off, a gym membership to FITNESS SF, and continuing education support.