



Facilities Manager

About the Company:

The Arc in Hawaii is a non-profit organization with over 70 years of history in Hawaii. We provide both residential and day services for adults with intellectual and developmental disabilities (IDD). Our mission is to support the inclusion and participation of individuals with IDD in their respective communities throughout their lifetime.

Role:

The Facilities Manager is responsible for the operational management of the organization's residential properties, centers, and offices. The role involves coordinating and directing all aspects of maintenance, repairs, and capital improvements in accordance with regulatory standards, including those set by the U.S. Department of Housing and Urban Development (HUD), licensing agencies, and relevant government authorities (as applicable). The Facilities Manager ensures a safe and healthy environment for participants and employees of The Arc in Hawaii through effective management of facilities, equipment, and staff.

Job Type: Full-time, exempt

Work Schedule: Monday to Friday. May be required to work additional hours, as needed.

Pay: \$58,000 - \$65,000 per year

Requirements:

- Bachelor's degree in Facilities Management, Building Maintenance, or a related degree or equivalent experience
- Current Hawaii state driver's license, a driver's abstract with an acceptable level of infractions, and access to an insured vehicle
- Minimum of 4 years of progressive experience and responsibilities in facilities/maintenance, with 2 years of supervisory experience
- Strong aptitude for mechanical and electrical systems; ability to troubleshoot problems and resolve them quickly; ability to read blueprints and mechanical drawings
- Proficiency in budget management, contract negotiation, and bid evaluation
- Strong management, leadership, and decision-making abilities
- Strong verbal, written, and interpersonal skills
- Ability to push, pull, and lift up to 50 lbs.
- Proficiency in Microsoft Office programs including Excel, Word, and Outlook, as well as office equipment
- Knowledge of the use of hand, power, and related tools
- Smartphone



Work Clearances (Conditions of Employment):

- Pre-employment drug test
- Pre-employment physical assessment
- FBI fingerprinting
- Adult Protective Services (APS) and Child Abuse & Neglect (CAN) registries
- Criminal history check
- Valid driver's license and clean driver's abstract (or acceptable level of infractions)
- Must remain current on all work clearances
- Must complete all required training (paid)

Drug test, physical assessment, and FBI fingerprinting/APS/CAN/criminal history check are paid for by The Arc in Hawaii.

Responsibilities:

- Assists the CEO in implementing a comprehensive, long-range strategic plan for facilities maintenance and capital improvements to ensure sustainability and optimal operation of all organizational properties.
- Oversees and ensures all facilities meet or exceed compliance requirements established by regulatory bodies, including U.S. Department of Housing and Urban Development (HUD), licensing and certification standards, and State and City/County of Honolulu mandates. This includes preparing and submitting required reports for Management and Occupancy Reviews and contract rent increases.
- Ensures accurate and up-to-date maintenance of all facility records in accordance with HUD and other regulatory agency requirements as applicable.
- Assists in the preparation of and manages the Facilities Department budget. Approves and monitors all departmental expenditures and prepares annual or special reports for funding agencies (e.g., HUD).
- Exercises independent judgment in preparing, evaluating, and approving requests for bids. Contracts with, negotiates terms for, and supervises outside contractors and vendors, ensuring work meets quality and budgetary standards.
- Directly supervises, develops, coaches, trains, and evaluates Facilities Department staff. Exercises authority to take corrective action in accordance with organizational policy. Ensures all personnel requirements, work clearances, and performance reviews are met by all staff.
- Directs the daily repairs and maintenance of buildings and grounds. Conducts regular inspections of completed work to ensure conformance with blueprints and specifications.
- Maintains current knowledge of and ensures compliance with all applicable regulations, including OSHA and HIOSH, pertaining to facility safety and operations.
- Provides cross-departmental support and collaboration, as needed.
- Performs other management-related duties, as assigned.
- Travels to various locations (on Oahu), as required.



Preferred Qualifications:

- In-depth knowledge of maintenance management, building systems, and regulatory standards (especially HUD), Developmental Disability Domiciliary Homes, OSHA, and HIOSH.

Benefits Offered:

- 15 paid holidays
- Generous PTO which starts accruing upon hire date (17 days earned in Year 1, 22 days in Year 3, 25 days in Year 8)
- Healthcare coverage (medical, drug, vision, dental)
- MetLife
- Life insurance (if you enroll in our healthcare coverage)
- 401(k) employer matching
- Referral program

*EOE / Drug-Free Workplace

Have questions?

If you have any questions, please contact hrdept@thearcinhawaii.org.