



## **Facilities Coordinator**

Full-Time, Non-Exempt Position

### **MISSION**

Kheir's mission is to increase and provide access to culturally and linguistically-sensitive quality primary healthcare and human services support to the underserved and uninsured residents of Southern California.

### **POSITION SUMMARY**

The Facilities Coordinator is responsible for ensuring the seamless, efficient operation of the organization by overseeing both daily processes and long-term projects in the fields of facilities management, human resources support, compliance and administrative infrastructure. Additional areas of responsibility include transportation, audit and site visit coordination, risk management, telecommunications support, staff development, licensing & program certification, and event planning support. This individual is responsible for identifying problems, researching possible solutions, selecting the best course of action and proceeding with action plans using sound, fact-based judgment. The Facility & Operations Specialist will report to the Director of Patient Services.

### **MINIMUM QUALIFICATIONS**

1+ years of relevant experience in operations, administration, project management and/or HR

- Healthcare experience a plus
- Must be flexible and highly organized, with the ability to work independently in a fast-paced environment
- Must be extremely well-versed in Microsoft Word, PowerPoint & Excel
- Excellent written and verbal communication skills
- Ability to produce high-quality work with accuracy and attention to detail
- Strong time management and multi-tasking skills, including deadline prioritization of multiple projects with real-time timelines for assignments
- Ability to use good judgment to make appropriate decisions and implement effective action plans
- Ability to effectively engage a team
- Ability to maintain strict confidentiality at all times
- Initiative, energy and persistence in completing assignments and following up on long-term projects
- A "sense of urgency" attitude to follow through and complete responsibilities without delay
- Flexibility to work occasional nights and weekends for events
- Ability and knowledge to use power tools and hand tools.

- Experience providing support across a wide range of facilities and maintenance projects, including carpentry, plumbing, electrical work, drywall installation and repair, painting, and HVAC.
- Valid driver's license, insurance and reliable vehicle required

## **ESSENTIAL FUNCTIONS/RESPONSIBILITIES**

Responsible for using discretion and independent judgment to ensure smooth daily operations in the organization, including administrative processes and facilities maintenance. Duties include, but are not limited to:

- Manage facility related issues, including gathering quotes, negotiating prices, selecting vendors and resolving service issues
- Responsible for maintenance of common spaces, including storage areas for appearance n functionality, and for completing larger scale projects related to facilities improvement and compliance as assigned
- Assess and research issues related to operations and facilities, and plan, direct and implement multi-step corrective actions using independent judgment
- Assume a lead role in Audit/Site Review preparation: identify requirements, identify appropriate individual(s) for each area of responsibility, ensure that necessary actions are taken by all parties to ensure a successful audit and serve as Kheir's administrative representative during site reviews
- Serve as a liaison & support for IT department: monitor staff needs, assist with problem solving, assist with phone and email set up for new employees and software/hardware installation support as needed
- Comply with all internal and external deadlines (both short-term and long-term), submitting high-quality work on time under all circumstances
- Assist special events manager with annual gala (400 guests)
- Other duties as assigned.
- Set up and troubleshoot basic IT-adjacent equipment, including computers, phones, printers, and scanners.
- Install, modify, and repair office cubicles and workstations, including ergonomic adjustments.
- Perform interior and exterior painting, including surface preparation, touch-ups, and graffiti removal.
- Complete drywall patching, texturing, and finishing.
- Conduct woodworking and laminate repairs for doors, cabinetry, and fixtures.
- Maintain and repair plumbing systems, including clearing clogs, addressing drainage issues, repairing flushometers, performing basic piping work, and servicing sinks, faucets, and mixing valves.
- Repair and replace flooring materials, including carpet tiles, vinyl, and ceramic tile.
- Demonstrate working knowledge of fire control panels and assist with routine checks or vendor coordination.
- Apply knowledge of relevant building, safety, and accessibility codes when performing maintenance and repairs.

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Accepted: \_\_\_\_\_

- Repair, replace, and maintain door hardware, locks, hinges, and electronic access control components, including door operators.
- Prepare basic sketches, measurements, and material estimates for assigned projects; maintain accurate records and documentation.
- Maintain detailed work order updates, including status changes, completion notes, and follow-up needs.
- Participate in routine facility walkthroughs to identify safety hazards, maintenance needs, equipment issues, and general building conditions; document findings and support timely corrective actions.

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*Kheir Clinic provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Kheir Clinic complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*

*Kheir Clinic will consider for employment all qualified Applicants, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.*

*Please note that this job description is subject to change to meet the needs of Kheir Clinic.*

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