



Haslet Facilities Manager

Position Description

Job Title: Haslet Facilities Manager	Reports To: Haslet Office Manager
Date: March 2025	Hours/Status: 15 hours/week Non-exempt

The Haslet Facilities Manager will report and take direction from the Haslet Office Manager. The Haslet Office Manager and the Haslet Clinic Director will conduct an annual review of job performance. The Haslet Facilities Manager is directly responsible for maintaining the building and grounds of the Mid Cities Women's Clinic, overseeing the upkeep of equipment and supplies, determining and scheduling repairs or renovation projects, and coordinating safety inspections. Will be acting OSHA officer for this clinic location.

The Haslet Facilities Manager performs some or all the following:

Facility Management

- Coordinate with Haslet Office Manager on the appearance and maintenance of MCWC facilities.
- Conduct regular inspections of facilities and grounds and meet with inspectors for building inspections.
- Ensure that all repairs regarding plumbing, electrical, facility, and grounds are accomplished as scheduled.
- Communicate with outside vendors regarding regularly scheduled services.
- Coordinate with outside vendors and obtain bids for work on the facilities and equipment acquisition or maintenance.
- Organize volunteers for projects as needed.
- Act as Project Manager for any major projects.
- Set-up and breakdown conference room for events as needed.
- Maintains all OSHA documentation and renews certificates accordingly to keep clinic operating.

Staff Support

- Assist the Haslet Office Manager in obtaining supplies as needed.
- Assist the Haslet Database Coordinator as needed.
- Ensures work environment safety and compliance with OSHA standards.

Qualifications

- Pro-Life, Christ follower, and believes that the Bible is the inerrant word of God
- Excellent communication and people skills

NOTE: This job description is not intended to be all-inclusive. Employees may be required to perform other duties to meet the ongoing needs of Mid Cities Women's Clinic.

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Employee Signature: _____ Date: _____