



Position Title: **Facilities Manager**

Classification: Full Time/Exempt

Reports To: Executive Director

Salary: \$43,000

Position Overview: The Facilities Manager is responsible for maintaining building systems including mechanical, electrical, plumbing, and HVAC, security, and wi-fi systems to ensure optimal operating results. They will oversee the company's facility operations, manage groundskeeping, and janitorial duties, all while remaining in compliance with local, state, and federal regulations.

Essential Duties and Responsibilities:

- Monitoring, troubleshooting, and working with vendors to resolve issues or inspections pertaining to the building's
 - Heating, ventilation, and air conditioning (HVAC)
 - Lighting and electrical
 - Mechanical (ie. elevator)
 - Plumbing
 - Fire safety
 - Security
 - Emergency responses
- Perform building and grounds maintenance, and janitorial duties
- Manage building maintenance and contract services budgets
- Manage service contracts for snow removal, waste management
- Ensure compliance with and completion of annual systems inspections and permits
- Work with Building Committee on the creation and implementation of a building care plan that includes proactive, and preventive maintenance approaches
- Ensure compliance with all health, safety, and security protocols specific to child care facilities
- Manage building use including after-hours use
- Physical requirements include stooping, kneeling, bending, standing, squatting/crouching, crawling/kneeling, pushing/pulling, climbing (ladders) and reaching above the shoulders, and lifting of up to 50 lbs. Lifting and transporting of moderately heavy objects, such as furniture, file cabinets, equipment, boxes, etc will be required.

Qualifications:

- 3 +Experience or education in facility management desired. High school diploma required,
- Ability to pass a comprehensive background check
- Experience using tools and performing general repairs and maintenance
- Able to read and understand complex electrical, mechanical, and automation systems with a working knowledge of electrical, mechanical, and HVAC systems
- Ability to track expenses and work with a budget. Experience with development of budget preferred.
- Proficient use of technology
- Must be able to work independently and exhibit initiative to solve problems, including tracking situations until appropriate resolution is achieved.
- Must be available to be on-call after hours to respond to emergency situations.
- Strong interpersonal skills & ability to relate to children
- Excellent project management skills
- Valid Driver's License

Sara Holbrook Community Center is in search of someone to see to the care and feeding of our beautiful new building. This full-time position will be responsible for maintaining building systems including mechanical, electrical, plumbing, and HVAC, security, and wi-fi systems to ensure optimal operating results. They will oversee the company's facility operations, manage janitorial duties, perform general groundskeeping, manage office/classroom moves all while remaining in compliance with local, state, and federal regulations pertaining to child care facilities. Please go to saraholbrookcc.org/employment-opportunities to view the full job description.