

Position: Facilities Manager

182 Forest Rd, Wyoming, MN 55092

## **JOB Description**

- **Monitoring the safety and cleanliness of interior and exterior areas, such as kitchen, storage areas, main hall, parking lots and outdoor recreation spaces**
  - **Scheduling routine inspections and emergency repairs with outside vendors.**
  - **Scheduling large repairs and improvements to all facilities.**
  - **Ensuring proper security measures for the workplace, including collaborating with security system vendors**
  - **Maintaining day-to-day operations of facilities, such as delegating or completing maintenance orders**
  - **Creating reports on maintenance, repairs, safety and other occurrences for supervisors and other relevant staff**
  - **Preparing facilities for changing weather conditions**
  - **Collaborating with board members on budgeting for facilities needs**
  - **Responsible for minor repairs (changing light bulbs ETC)**
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- The purpose of this position is to manage multiple functions of building operations and maintenance for a facility and its grounds.
  - Attends board meetings. Coordinates, oversees and/or manages repair and maintenance work assignments performed by technicians, vendors and contractors performing building

maintenance, landscaping and janitorial work.

- Reviews work orders to ensure that assignments are completed. Responsible for facilities inspections and reports. Coordinates and manages moves, adds and change activities.
- Obtains, (3 quotes) reviews and presents prices for the procurement of parts, services, and labor for projects to the CLCSC board of directors (every 2<sup>nd</sup> Monday of the month). Manages projects. Prepares projects and operating budgets and variance reports.
- Manages vendor relationships and scheduling around rentals. Responsible for invoice processing and accuracy of cost. Uses pc for work order system and email.
- Coordinates repairs and projects with CLCSC rental manager. (Keli Rabold)
- Coordinates volunteer opportunities with CLCSC volunteer coordinator. (Kari Mahan)
- Mentors and coaches team members to further develop competencies. Leads by example and models behaviors that are consistent with the associations values.

Job Type: Part-time

Pay: \$15.00 per hour/10hrs community service

Schedule:

- 10hrs/week
- On Call
- Monday to Friday

Education:

- High school or equivalent (Required)

Experience:

- Facilities maintenance or Contactor experience: 3 years (Required)