**Facilities Manager**

The Thea Bowman Center is a non-profit organization located in the Mt Pleasant neighborhood providing services to seniors, adults and families/children. The Center is seeking a part time Facility Manager to be in charge of operating and maintaining the buildings, grounds and the physical properties. The Facility Manager represents the front line in operational standards and procedures that promote energy efficiency and savings in buildings and equipment. The Facility Manager will have experience in managing staff, team building, operational oversight of all building grounds activities.

**Duties include but not limited to:**

* Maintaining and ensuring the upkeep of the buildings, and grounds
* Property manager and supervising the design and upkeep of the facilities’ grounds and landscaping
* Monitor and ensure that all requirements for fire safety, security and access standards are met and adhered to by visitors, volunteers, participants and staff
* Participate in planning and oversight of all renovation projects (internal and external).
* Work with the staff to ensure that the facility is safe, clean, and secure at all times.
* Ensure that there are adequate supplies available to clean and maintain functional/public spaces (bathrooms, classrooms, kitchen areas).
* Provide supervision of assigned staff, and volunteers providing facility maintenance activities.
* Ensure that the facility meets all requirements for fire and safety, security, and access.
* Monitor and evaluate the conditions of the facility, boilers, lighting, general housekeeping, garbage disposals ensuring adequate safety and operating procedures are in place.
* Cultivate a good working relationship with service vendors, local police, fire and safety
* Facility lead staff member on the Board’s Building and Grounds Committee

**Qualifications:**

Mechanical skills and knowledge of plumbing, HVAC, and other building systems

Proficiency with repair tools and techniques

Excellent communication and interpersonal skills to interact with employees, volunteers, guests, vendors, and participants

Time management and prioritization abilities

Keen attention to detail and efficient problem-solving skills

Ability to lift heavy equipment and comfortable standing or walking for periods of time

Experience in facility operations including inventory control

Supervisory/managerial skills

High school degree including certificates in general facility management (plumbing, electrical, janitorial) Computer skills (emailing, Microsoft docs, online search)

Background check

Position Type: Part Time- 15-20 hours per week

APPLY: [ella.thomas@theabowmancenter.org](mailto:ella.thomas@theabowmancenter.org) or Attn: Ella Thomas –Thea Bowman Center

The Thea Bowman Center provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, veteran status, sexual orientation, gender identity or any other characteristic protected by federal, state or local l laws.