

Title: Facilities Manager

Reports to: Director of Administration

Direct Reports: In-house Mechanic and six Sextons

General Description:

The Facilities Manager provides administrative direction and supervision to the daily operations of the Plant Services Department and its staff of sextons and in-house mechanic. This includes responsibility of day-to-day facilities cleaning and maintenance functions, small and medium-scale renovations, and maintenance and replacement of physical assets and related systems such as HVAC, Elevators, Fire Alarm, Security Alarm, and Access Control. In addition, the Manager must support capital projects and coordinate the execution of Church and Day School programming and other events, such as private rentals.

Main Responsibilities:

- **Staff Supervision**
 - Manage a staff of approximately 6 to 8 full-time employees and, when needed, part-time seasonal employees. This includes scheduling and overseeing work assignments, approving payroll/timecards, and assisting with hiring, evaluation, and training.

- **Buildings Maintenance and Project Management**
 - Direct the care, cleaning, maintenance, and repair of all facilities to ensure that the Brick Presbyterian Church's properties and physical plant are maintained in a clean, operationally sound, welcoming, and aesthetically pleasing manner.
 - Oversee the programming and accurate use of all building management systems such as the HVAC, Fire Alarm, Surveillance, Security Alarm, and Access Control.
 - Assist the Director of Administration and the Buildings and Grounds Committee of the Board of Trustees in the development and implementation of budgets, plans, policies, and procedures for the construction, renovation, operation, maintenance, preventative maintenance, and repair of the Brick Presbyterian Church's buildings, systems, grounds, equipment, and related technologies.
 - Participate in the Buildings and Grounds Committee Capital Projects and Maintenance planning meetings, implement pertinent planning decisions and collaborate with appropriate stakeholders on capital projects.
 - Draft status reports and work together with the Director of Administration in the evaluation and optimizing of Building Operations.
 - Manage budgets within the Plant Services Department's assigned areas to ensure the most efficient use of the Brick Presbyterian Church's resources. This includes overseeing the purchasing of maintenance, catering and janitorial inventory as well as assessing annual maintenance contracts.

- Maintain Plant Services records including projects history and documentation, equipment warranties, owner manuals, vendor information, licenses, permits, citations, schedules, assets list, maintenance records, etc.
- **Liaising**
 - Act as liaison between the Brick Presbyterian Church and consultants, engineers, contractors, vendors, applicable city entities (e.g., Department of Buildings, FDNY, Department of Health, Police Department, etc.), and on occasions members and guests of the Church and Day School.
 - Serve as representative of the Brick Presbyterian Church in resolving summons and other disputes related to facilities' matters.
 - Assure compliance with all federal, state, and local laws, codes, and regulations pertaining to facilities and operations, including safety data sheets and required reports.
 - Function as the Brick Presbyterian Church's onsite Fire and Safety agent with the means to comply with the FDNY and DOB requirements including acting as Fire and Safety Drill Conductor and Indoor Place of Assembly Safety Personnel, and obtaining any other Certificate of Fitness needed.
- **Crisis Management**
 - Direct the prompt response to facility and operational emergencies. This can require unscheduled early morning, evening and weekend work – with the support of the in-house mechanic and the Director of Administration – in response to emergencies and special situations.
 - Lead the efforts of snow shoveling of sidewalks, flood remediation, and grounds upkeep during storms, attending to security breaches, and other emergency situations.
- **Events Coordination and Execution**
 - Oversee the planning, setup, and teardown of chairs, tables, dinnerware, a/v, tents, etc., of all in-house events.
 - Assist in the procurement of permits and execution of special events.
 - Collaborate with other departments in preparing the general events calendar and with entry and monitoring of events in the facilities scheduling system.
- **General**
 - Perform other related duties as assigned.

Qualifications:

- 4+ years of experience as a facilities manager or equivalent.
- Bachelor's degree in Facilities Management, Engineering, Project Management, Business Management or equivalent combination of education and experience.

- Strong supervisory skills.
- Ability to work well with staff, volunteers, and visitors.
- Ability to work independently with a high degree of reliability, accuracy, and productivity, and exercise independent judgment effectively in decision-making processes.
- Demonstrated ability to find creative solutions to problems, analyze situations, and implement action plans in a timely manner.
- Excellent technical and writing skills and ability to communicate with clarity, confidence, and tact.
- Fluent in the use of technology, and office suites such as Microsoft Office (Word, Excel, Outlook).
- **Highly preferred:** advanced knowledge and experience with heating and cooling systems, electricity, plumbing, and building management systems.
- **Preferred:** management experience in similar midsize institutions such as Schools and Churches.
- **Plus:** Bilingual English/Spanish

Benefits

- Employer provided medical and 403 (b) retirement plan, vacation and transit and FSA benefits.

Applicants should submit a cover letter and resume to: facilitiesmanager-job@brickchurch.org.