Facilities Manager

The Sisters of St. Joseph of Carondelet, a non-profit organization of religious women, have an immediate open position for a **Facilities Manager** of Carondelet Center, a 3 winged building which houses retired sisters, administrative offices and a space for gatherings of the Sisters.

The Facilities Manager will assume responsibility and accountability for the general oversight and maintenance of property (building and grounds) and supervision of maintenance staff.

Primary responsibilities include preventive maintenance of and keeping in good working order all major building systems such as elevators, HVAC, boilers, generators, electrical and plumbing; keeping facilities in excellent repair; supervision, direction and training , if necessary, of maintenance staff in the performance of daily, weekly and annual preventative maintenance and routine repairs for all building systems, fire and safety equipment. The Facilities Manager interacts with and oversees vendor/contractors to ensure that goods/services are provided in accordance with contracts; he/she also provides planned, preventive and emergency maintenance services, and complies with federal and state regulatory rules and regulations.. It is important that the person is able to be” hands on” who can support and provide assistance with special maintenance projects and be Manager. Troubleshooting AC, Boiler and Plumbing problems in aging buildings is an important and needed ability.

The Facilities Manager needs to be a friendly, people-person and multi-tasking problem solver who can interact easily with staff and residents and provide residents and staff with a timely and effective response to service requests He/she must be available to address after-hours emergency situation in support of building management and service personnel as the responsibility is 24/7 and to be on duty for all fire, evacuation, or earthquake emergencies.

This position reports to the Carondelet Center Administrator and communicates on a regular schedule with her/him on: current situations and updates on maintenance repair and vendor reports; makes recommendations, gives status on the implementation of a preventive maintenance plan. Facility Manager is responsible for the preparations of a 5-10 year facilities, grounds and environmental capital improvement plan for Carondelet Center. The Facilities Manager participates in the planning of the annual departmental budget and is responsible for seeing that expenditures for department remains within budget allowances (review monthly)

This is an exempt position.

Physical demands; Work involves some exposure to unusual elements such as extreme temperatures, toxic chemicals, bio-hazard materials, dust, dirt, smoke and/or loud noises. To perform the duties of this job, the individual must have no long-term physical or mental impairments that substantially limit activity that might be required by this job.. The individual must be able to lift and/or move up to 50 pounds; be able to walk distances, climb stairs and the hillside surrounding the property, attic areas and tunnel spaces and the ability to do normal maintenance duties.

**QUALIFICATIONS**

**Education:**

Bachelor’s degree or Associate degree from an accredited institution in Facilities Management or Property Management; Facilities Engineering or related qualifications such as construction management or a related field. In addition, five years’ work experience and increased responsibility in facilities/housing management or residential properties management .

OR -At least 10 years on the job experience in a property management and/or facility maintenance operations with increased responsibility in facilities/housing supervision.

Advanced training in electrical// mechanical/technical building systems and equipment preferred.

**Experience:**

Experience in effectively and efficiently managing personnel, including hiring, training, supervising and evaluating.

Must have the ability to read and interpret blueprints and knowledge of current California building codes and safety regulations.

Possess strong comprehension and oral/written communication skills; planning and organizational skills; problem analysis and troubleshooting; value team work.

Strong working knowledge/experience of boilers and steam heat compressors, generators, air conditioning systems as well as various mechanical, electrical and plumbing systems both institutional and household.

Computer competency.

Possess the ability to understand budgeting and financial control as it pertains to the maintenance functions of Carondelet Center.

Person must be able to solve practical problems, multi-task, deal with complex variables, handle a diversity of tasks and apply them to abnormal situations, and be able to distinguish a problem that can be solved in-house from one which requires an outside vendor.

Salary Range: $57,000 - $ 66,000.

If interested contact: Carondelet Center Human Resource Office

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