OPENED UNTIL FILLED
FACILITIES MAINTENANCE MANAGER – (SOC 37-1011)
Exempt, Full-time with Benefits
Salary commensurate with experience

The facilities and maintenance manager's roles and responsibilities are to perform and coordinate work with the newly constructed headquarters' physical building. In addition, the position is the primary facilities point of contact for all related facilities matters. This position reports to the executive director and president.

Duties include:

▪ Develop and implement procedures/policies for practical 22-thousand square feet of property maintenance. They are responsible for directing the activities of technical and non-technical security and maintenance operations. They oversee the delegation of tasks to cleaning offices, ground, and maintaining the exterior grounds;

▪ Demonstrate a successful track record of professional knowledge of HVAC and fire system protocols

▪ Ability to develop emergency preparedness instructions

▪ Order and track building supplies

▪ Maintain the lighting and assist with efficient maintenance and technical building operations

▪ Maintain equipment maintenance operations

▪ Oversee building engineering

▪ Assist executive leadership with preparing annual budget projections relevant to the headquarters building

▪ Supervise and oversee repair contractor services

▪ Collaborate with agency officials on "emergency preparedness"

▪ Serve as an emergency on-call contact representative for the property facility

▪ Skilled in the use of Word, Excel, Project, and PowerPoint

▪ Experience in maintenance/construction projects and service supplier management and ability to climb ladders, walk long distances within the building, or the circumference of the headquarter

▪ Ability to read complex blueprints

▪ Ability to work in various environments such as cold weather, rain/snow, or heat
The candidate should possess:

AA or BA/BS degree in Building (Civil) Engineering preferred, or ten years+ of equivalent practical experience including building trades certification in any/all--plumbing, electric, carpentry, pipefitting, is a plus

Five+ years of experience in facilities management, building operations

Professional-level knowledge and experience with HVAC, electrical, plumbing, equipment predictive/preventative maintenance, and emergency power systems

Positive attitude, detail-oriented, good customer service skills, excellent with working in teams and independently, good with multitasking and organizational ability, trustworthy,

Knowledge of OSHA guidelines and other federal, state, and local regulations

Some weekend days/evenings and on-call required

Driver's license and private vehicle required and the ability to successfully pass a background investigation.

Benefits:

Dental insurance
Flexible schedule
Health insurance
Life insurance
Paid time off
Parental leave
Professional development assistance
Vision insurance

Roberta's House takes staff and public health safety seriously. follow Maryland and CDC COVID-19 guidelines including required cloth face-covering in the office and a mandatory vaccine policy.

COVID-19 Protocol--All persons entering the building must wear a mask. Social distancing and hand sanitizing are required as well.

Submit a resume and cover letter to info@insightconsultingassociates.com

Roberta's House is an equal opportunity employer without regard to race, national origin, sex, age, disability, veteran status, sexual orientation, gender identity, orientation, or other classification protected under law.