

The following full-time positions are available. To apply please submit your resume to bhumc.jobs@gmail.com by November 9, 2018.

Facility Manager

PURPOSE:

The Facility Manager will support and supervise all areas of building maintenance, custodial care and security services.

ESSENTIAL DUTIES:

Responsibilities include: routine inspection of the buildings/grounds to meet regulatory agency guidelines and standard maintenance guidelines; work with service contractors and staff to maintain building operations, security and cleanliness; work with the Board of Trustees and management to secure service contracts, implement long-term maintenance plans and supervise special projects; develops security procedures and manages the security team.

MINIMUM REQUIREMENTS:

Community College and/or Vocational School degree with study in facility maintenance or 5+ years' job related experience; Certificates, licenses and registrations required: AED and CPR/First Aid Certification, Certified Facility Manager (CFM) credentials preferred;

Computer skills required: Internet software; spreadsheet software (Excel); contract management systems; inventory software; order processing systems; project management software; word processing software (Word); electronic mail software (Outlook); and

Other skills preferred: demonstrated managerial experience, minimum two (2) years; specific knowledge to satisfactorily perform the job functions, including codes, regulations & laws, standard construction documents, health and public safety standards, methods of industrial cleaning, security procedures, crowd management and traffic control; general knowledge of building maintenance, i.e. carpentry, plumbing, HVAC, electrical, roofing, access control management and custodial skills.