

Chicago Commons Administration
Job Description

JOB TITLE: Manager of Facility Operations

EXEMPT: Yes

SALARY LEVEL: Based on Experience

RANGE:

EVALUATION DATE:

REPORTS TO: CFO

TITLE CODE:

DIVISION: Administration

DEPARTMENT: Administration

LOCATION:

SHIFT: None

*This job description supersedes any pre-existing job description for this position

SECTION I

SUMMARY:

Chicago Commons is seeking a Manager of Facility Operations to oversee the maintenance and development of the organization's physical infrastructure. The manager will coordinate the organization's capital improvement projects and ongoing facility repairs and maintenance; work with management and program staff to identify and resolve facility issues; serve as primary liaison with facility-related vendors and contractors; partner with management and program staff to promote safety in and around the facilities.

SECTION II

ESSENTIAL DUTIES AND RESPONSIBILITIES: include but are not limited to the following. The company reserves the right to add to, delete, change or modify the essential duties and responsibilities at any time.

Major Responsibilities:

1. Ensure that properties are well-maintained and compliant with appropriate building codes and program licensing requirements.
2. Oversee building security, including fire and burglar systems and other specialized equipment in accordance with safety standards.
3. Develop and oversee the service request process, including communication, identification and resolution of facility issues.
4. Supervise facility staff member and contracted personnel.
5. Bid, assign and oversee the work performed through contracted service providers, including electricians, plumbers, HVAC, landscapers, carpenters and other facility-related trades.
6. Maintain relations with vendors and landlords, and ensure adherence to contracts and leases.

7. Establish and maintain proper controls and tracking tools for proper preventative maintenance, and document building procedures and policies.
8. Coordinate office and facility relocations.
9. Participate in the coordination of emergency operations and procedures.
10. Provide support to management in preparing the annual operating budget and capital plans.
11. Provide support to management in negotiating leases.
12. Manage approved capital improvement projects.
13. Include appropriate stakeholders in developing specifications for services and evaluating services provided.
14. Communicate with management and program staff on departmental initiatives, including scheduling, scope and prioritization of building and ground maintenance, repairs, office moves, risk management, safety and security.

OTHER FUNCTIONS: The Company may assign other functions to the job at its discretion.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak English, specifically, to communicate both in person and over the telephone. The employee must regularly be able to read English proficiently. Must be able to assist employees upon request in case of an emergency. This could require lifting. The employee must regularly operate a word-processing system and, therefore, must be able to read, produce and transmit data on such a system. The employee frequently is required to sit and use hands to finger, handle or feel objects, tools or controls. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision requirements include the ability to see at close range.

WORK ENVIRONMENT:

There are no unusual environment conditions. The noise level in the administration office is moderately quiet. Also, reasonable accommodation may be made to enable individuals with disabilities to perform the essential function of the job.

SECTION III

MAJOR CHALLENGES: Describe the most difficult types of problems or challenges you face in your job. Be sure to mention the role-played in special projects and any impending future developments that could impact this position.

SECTION IV

WORKING RELATIONSHIPS: List the titles of individuals. Components and organizations with which you have the most frequent contact. This should include contacts both inside and outside

the company. Briefly describe the nature of those contacts and mention the role-played on any committees by this position.

Most Frequent Contacts

Name or Purpose of Contact

SECTION V

DECISION MAKING AUTHORITY: As it relates to working out job related problems encountered. To ensure the work is done effectively and efficiently.

SECTION VI

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:
Bachelor's Degree or equivalent work experience required.

EXPERIENCE:

1. Strong understanding of operations and maintenance of building systems.
2. Strong proficiency in scheduling and management, including organizational skills, attention to detail and problem solving skills.
3. Excellent interpersonal and communication skills, both verbal and written.
4. Solid computer skills in Microsoft Office, including Word, Excel, and Outlook.
5. Excellent customer relations skills, including ability to work proactively and with diplomacy.
6. Must be able to work a flexible schedule as needed.
7. Current drivers license and willing to travel as needed between locations in City of Chicago.
8. Experience as a Facilities Manager required.
9. Experience with security of physical plants required.
10. Experience with capital planning and managing a budget required.
11. Ability to manage multiple projects, facilities contractors, and outside vendors required.
12. Effective written and verbal communication skills required.

EMPLOYEE SIGNATURE:

DATE:

MANAGER SIGNATURE:

DATE:

HUMAN RESOURCES SIGNATURE:

DATE: