



JEWISH COMMUNITY PROJECT

Position Opening:

FACILITIES MANAGER

BACKGROUND

The Jewish Community Project (JCP) of Lower Manhattan, Inc. was founded in 2002 as a grass-roots effort to grow Jewish life in downtown NYC. Based in Tribeca, JCP is an open and organic Jewish community which enables individuals and families to become a creative force in the life of the organization, and through educational, cultural, social, and spiritual experiences. The organization now serves approximately 600 downtown families and individuals and also operates a prominent early childhood and Hebrew school program.

For more information about JCP visit our website at www.jcpdowntown.org

ABOUT THE POSITION

Jewish Community Project (JCP) seeks an energetic, organized and experienced professional to act as Facilities Manager to oversee many of the facility operations functions throughout the organization. The Manager will be responsible for creating and maintaining a safe and comfortable working and learning environment for students, employees, and guests at multiple program and office sites. The individual will manage and oversee maintenance staff and contractors on a day to day basis, facility staff scheduling, maintenance of the building and equipment, repairs and work with outside vendors, schedule and coordinate security needs, and provide support and management of other key operations. The Facilities Manager is a leadership role engaged in short and long term planning, working collaboratively with other staff, lay leaders, and vendors, as well as a day-to-day, hands-on "part of the team" position. While leading a team of facilities professionals, the facilities manager will be called upon to fill in as a member of the facilities team regularly as required due to schedule changes and absences to ensure proper coverage at all times.

JCP operates a 10,000 square foot school facility, an office space, and produces regular programs for adults, children and families at other locations in lower Manhattan.

This position is FLSA Exempt. Given the nature of the work and the organization, availability after hours, on weekends and holidays is sometimes required. The organization has an appropriate days off policy to balance these occasional additional needs.

This key staff person will report to the Director of Finance and Administration and has many responsibilities, including but not limited to:

Facilities Management

- Maintain the facilities in a clean, safe and secure manner for all staff, students, community members and visitors to the organization and its events.
- Understand and follow all security and safety policies and procedures, and be prepared to respond to urgent and emergency situations.
- Manage and log maintenance of surfaces, plumbing, electrical systems, HVAC systems, exit lights and egress conditions, fire and security equipment, elevator, hardware, AV equipment, etc. throughout the facility.
- Prepare and manage preventive maintenance plans. Ensure compliance with all regulatory requirements, and that all permits and testing meet standards and are current.
- Act as the staff point person for security and work with staff leadership and security contractor. Interface with Security and local police precinct as appropriate regarding preparation for large gatherings and events produced by JCP.
- As appropriate, perform minor repairs on plumbing, lighting and other equipment. Build furniture and shelving as required.
- Ensure that appropriate department staff complete set-up sheets for events, and manage the facilities binder for Facilities Team access.
- Contact and coordinate outside vendors as needed to address facility repairs and arrange for ongoing periodic maintenance.
- Maintain a working relationship with the building's landlord to ensure proper two-way communication and coordination, as well as maintenance of common areas.
- Oversee repairs and sign off on work orders.
- Maintain stock levels and order appropriate items as needed, coordinating with program and finance departments.
- Coordinate with staff on special building access, as needed.
- Track expenditures; report on budget/actual/projected expenditures when called upon.
- Obtain proper liability insurance certificates from all vendors and contractors engaged with JCP.

Staff Supervision

- Manage and supervise Facilities Team to accommodate program set ups and handle cleaning and repairs that do not require vendor services.
- Conduct evaluations and maintain staff files. When needed and authorized by Executive Director, conduct search to recruit staff.
- Recruit, schedule and supervise building cleaning and maintenance contractor staff, and develop and implement maintenance protocols.
- Manage and communicate opening/closing duties of facility, as needed.
- Manage talent on team providing strong leadership to support employee development.
- Coordinate, produce and distribute facility schedules to Facilities Team, by reviewing multiple calendars and coordinating with multiple department staff regarding needs.

Special Events/Other Responsibilities

- Staff special events and holiday programs on select weekends and evenings, when needed.
- Oversee and/or execute pick up and drop off event related items using services such as uhaul or zipvan.
- As required due to schedule changes and absences, supervise walks with multiple groups of children, and ensure the safety and security of children while crossing the street and at other locations,
- Be accessible via cell, text, email during reasonable hours, when needed.
- Be present at and help coordinate and prepare for select Friday evening/Saturday morning and holiday services and events on a regular basis (and/or ensure that there is appropriate support staff coverage).
- Prepare and staff for specific high volume logistics needs around High Holy Day services and other key holiday and large community programs.

This job description is not designed to cover a comprehensive listing of activities, duties or responsibilities that are required of the position. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Qualifications:

- A high school diploma or equivalent. Associate or Bachelor's degree are a plus.
- At least five years' experience in a building service position, with at least 2 years' experience in a supervisory role, including both staff supervision and contractor oversight. Experience in an educational setting preferred.
- An understanding of building systems, including plumbing, electrical, HVAC, fire suppression and alarm equipment, elevator and AV equipment.
- Ability for hands-on work, including lifting and carrying weight in excess of 50 pounds on a regular basis.
- Current driver's license.
- Willingness to obtain FDNY Fire Alarm Operation Certificate of Fitness and CPR training (paid by JCP).
- Outstanding people leadership skills, experience managing and developing teams, and act as a role model for staff, executing responsibilities with a high level of integrity, professionalism and sense of business ethics.
- Ability to direct, manage, implement with agility; comfortable independently adjusting priorities as situations emerge on the fly, with good judgement to escalate and communicate as needed.
- High level of interpersonal, time management, organizational, and computer skills, as well as a collaborative spirit and sense of humor and grace under pressure.
- Excellent attention to detail, with a strong focus on the customer/user.
- Experience with responsibly managing budgets and controlling costs and inventory.
- An appreciation for and understanding of the educational, communal and spiritual mission of JCP, and comfort working in a pluralistic Jewish educational environment.

To apply for this position, please send a cover letter, resume and salary requirements to alex@jcpdowntown.org, and include "Facilities Manager" in the subject line.