Facilities Manager

Are you interested in a position that will make a difference in your life and the lives of others? Community Teamwork is a private non-profit organization with over 500 employees dedicated to reducing barriers and creating opportunities for low income individuals and families.

In addition to fully utilizing your skills, Community Teamwork offers opportunities for continued professional development and career growth. Great teams, a competitive salary and well above average benefits including a generous contribution to employee 401k plans make Community Teamwork a highly regarded employer.

We are seeking a Facilities Manager who will be responsible for managing the Facility Maintenance department which provides care and maintenance services to the buildings and grounds of all facilities as assigned throughout the Agency. Responsibilities include: supervise facility maintenance staff and direct their work on a daily basis; oversee the day to day facility maintenance function including: directing the work of facility maintenance staff including the planning and assigning of work among department staff; assess major maintenance and repair needs and make recommendations to the Director of Facilities; responsible for project planning and management and respond to emergencies during off hours.

Qualifications include:
- High School Diploma or equivalent required. Associate’s Degree preferred.
- Minimum 1-3 years previous supervisory experience required.
- Five years’ experience in the building and grounds maintenance or construction field required.
- Demonstrated experience in project planning and management.
- Must have reliable transportation.
- Excellent customer service, organizational, oral and written communication skills.
- Ability to manage multiple priorities and work in a fast-paced environment.
- Basic computer skills required.
- Bilingual skills preferred.
- Ability to work a flexible schedule supervising two shifts as needed and respond to emergencies.
- Knowledge of Federal, State & Local building codes is helpful.
- Valid driver’s license required
- Walk, sit, stand, bend, lift and move continually during working hours. This is a management position but may be required to lift up to 50 pounds.

Excellent Benefits:
- Rewarding work environment.
- 5% of your salary contributed to 401k plan
- 3 weeks’ vacation during your first year of employment.
- Medical/Dental/Life Insurance/Short & Long term disability + many other excellent benefits.

If you are interested in this position, please click on the following hyperlink or copy and paste it into your browser:

https://workforcenow.adp.com/jobs/apply/posting.html?client=commteam&ccId=19000101_000001&type=MP

You may also apply by visiting our website at www.commteam.org and visiting our careers page.
This is an exciting opportunity to become an integral member of an innovative, outcome focused team in an organization committed to excellence.

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

Affirmative Action Employer/EEO