
ASSISTANT FACILITIES MANAGER

Position Reports To: Manager of Facilities and Security

POSITION SUMMARY

As the CEB Assistant Facilities Manager, you will be responsible for performing routine building maintenance and repair tasks in one or more fields (e.g. carpentry; electrical; heating, ventilation, and air conditioning (HVAC); plumbing, etc.). You will also serve as the facilities lead when the Manager of Facilities and Security is not in the building.

PERSONAL TRAITS AND STRENGTHS

- Initiative, drive, perseverance, follow through and reliability.
- Has a “what else can I do” mindset.
- Knows how to work in a dynamic and fast-paced environment, feeling comfortable with mid-course corrections, and working both individually and as a team.
- Calm under pressure.
- Enthusiastic about embracing new challenges.
- Is client-service oriented.
- Is flexible.

KEY SKILLS AND EXPERIENCE

- HVAC journeyman papers or specific qualification in another building trade
- At least 5 years’ experience with heating and air conditioning systems or significant experience in overall commercial building repair and maintenance;
- HVAC maintenance experience in large commercial building preferred
- Additional experience in other building trades preferred
- Proven basic understanding of electrical, plumbing, and carpentry
- Ability to work with hand and power tools
- Experience with OSHA regulations and compliance
- Ability to read, write, speak and understand English fluently
- Strong communication and interpersonal skills
- Customer-service oriented
- Ability to meet or exceed the company’s attendance and punctuality standards
- Ability to work with minimal supervision
- Good time management
- Experience with building automation systems
- Experience with computerized maintenance systems

KEY ROLES AND RESPONSIBILITIES

- Inspect buildings and other structures to determine functional systems and detect malfunctions and needed repair making notes and recommendations using a pre-established check sheet.
- Perform minor electrical repair and maintenance to include but not be limited to replacement or repair of fixtures (e.g. wall switches and outlets, incandescent and fluorescent bulbs and tubes, ballast, sockets, fuses, minor appliances, cords, etc.) using appropriate hand, power and specialty tools.

- Perform plumbing repair and maintenance (e.g. diagnosing plumbing problems, replacement or repair of leaks in drains and faucets, unclogging of drains, trenching and laying new lines, replacing drain hoses on washers and similar devices, replacing faucets, etc.).
- Perform painting, carpentry and masonry work (e.g. preparing surfaces and using brush, sprayer or roller to apply paints, stains, and varnishes, hanging doors, fitting locks and handles, etc.).
- Reconfigure, install, position, and remount modular offices and space (e.g. furniture, wall panels, work surfaces, storage bins, lighting, file cabinets, etc.) to accommodate user needs and maximize space using various hand, power and specialty tools, dollies and hand trucks.
- Prepare the surfaces and paint various structures and equipment (e.g. walls, refrigerators, evaporative coolers, floors, roofs, doors, restroom facilities, etc.) to preserve wood and metal parts from corrosion and maintain a safe, comfortable working environment using various painting equipment and related tools (e.g. sprayers, rollers, brushes, thinners, etc.).
- Perform scheduled preventive maintenance on building mechanical equipment; maintain records of scheduled maintenance procedures.
- Order parts and maintain required documents.
- Perform other work related duties as assigned.

EDUCATION AND QUALIFICATIONS

- High School Diploma required; Associates Degree or other advanced training preferred
- Color vision and good hearing
- Must pass physical examination
- Ability to push minimum 100 pounds; ability to lift minimum 50 pounds
- Ability to climb ladder and step ladder
- Ability to bend at the waist, sit, kneel, lay horizontally, climb, walk, etc., as job may require
- Must be able to work flexible hours, including some evenings and weekends

EQUAL EMPLOYMENT OPPORTUNITY

The CEB is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex, national origin, disability, age, genetic information, or any other status protected under applicable federal, state or local law. Our policy reflects and affirms the CEB's commitment to the principles of fair employment and the elimination of all discriminatory practices.

TO APPLY

Please email a cover letter and resume to Aryn Barreiro at abarreiro@cebde.org with the subject line "Assistant Facilities Manager."