

Department: Operations

Position Title: Facilities Manager

Reports to: Director of Operations

Classification: Exempt, full-time, salaried

Summary of Position:

The Pozez JCC of Northern Virginia requires the talents and skills of a Facilities Manager. The successful candidate is a highly organized, self-motivated learner, who has a strong knowledge of facility systems, is able to multi-task, and communicate effectively with co-workers. The Facilities Manager works with all Pozez JCC departments as this position serves as the clearinghouse for all maintenance within the organization. The Facilities Manager assists in creating policies and procedures in the area of facility management and needs to be able to help in forecasting facility needs.

Qualifications:

- Work experience as a Facilities Manager or similar role
- Strong knowledge of facilities management and operations
- Familiarity with office equipment and security systems
- Well-organized and ability to prioritize high volume of requests
- Understanding of safety regulations in offices
- Sound judgement and the ability to think calmly and act quickly during emergencies
- Excellent verbal and written communication skills
- Hands-on experience with facilities management software is a plus
- High school or equivalent, BS in Facility Management or Business Administration is preferred
- Additional certification as a facility manager (CFM) is a plus.

Essential Position Duties:

- Provide building maintenance services by establishing standards and procedures; measuring results against standards; making necessary adjustments.
- Competence in basic electrical, plumbing, painting, and carpentry work.
- Ensure operational resiliency of equipment by developing and enforcing preventive maintenance programs; studying manufacturer's instructions; establishing repair and installation policies and procedures; troubleshooting malfunctions; coordinating trades personnel; maintaining equipment inventories; evaluating new equipment and techniques; recommending equipment purchases and replacements.
- Identify management and employee concerns by surveying environmental, operational, and occupational conditions; recommending building maintenance programs.
- Determine service, equipment, and personnel requirements by conducting inspections.
- Protect employees and visitors by maintaining a safe and clean building.
- Assist Director of Operations in creating financial objectives by preparing a building maintenance annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Complete building maintenance operational requirements by scheduling and assigning employees; following up on work results.
- Comply with federal, state, and local legal requirements by studying existing and new legislation; anticipating future legislation; enforcing adherence to requirements; advising management on needed actions.
- Maintain building maintenance supplies inventory by researching supply qualities; designing inventory systems; determining inventory levels; anticipating needed supplies; approving orders.
- Provide building maintenance information by answering questions and requests.
- Prepare building maintenance reports by collecting, analyzing, and summarizing information and trends.
- Contribute to team effort by accomplishing related results as needed. Conduct market research and compare costs and benefits when evaluating new vendors.
- Maintain an updated record of invoices from external partners (e.g. suppliers, insurance agents)
- Research new services and appliances to facilitate operations.

- Ensure compliance with health and safety regulations.
- On-call for building maintenance emergencies.
- Keep a clean and neat work environment.
- Perform tasks requested by management staff when able.

Hours:

40 hours per week: Monday–Friday (Weekend shifts as needed to complete tasks)

This position description is not intended to be all-inclusive. It is intended to be a generalized description of the primary job responsibilities and expectations. Management may change the job responsibilities and expectations based on business requirements. This position description is intended to comply with all known state and federal regulations and includes accommodation re-evaluations and equal opportunity employment.

About:

The Pozez Jewish Community Center of Northern Virginia (Pozez JCC, the J) is a warm and welcoming, nonprofit, social service organization dedicated to offering quality programs, activities, and services that emphasize Jewish culture, identity, and values to people of all ages and backgrounds. Programming includes cultural, educational, wellness and Israel celebrations, which take place on the main campus located in the heart of Fairfax County, as well as span five Northern Virginia counties.

The Pozez JCC is an equal opportunity employer. The Pozez JCC is committed to having a workforce that reflects diversity at all levels of the organization. We recognize the importance of not viewing individuals based on a single identity, and we thrive on being equitable in our recruitment process as well as in our efforts to be inclusive of all employees. We encourage all applicants regardless of gender, race, religion, age, sexual orientation, disability or other social identity.