

Job Opportunity

Job Title: Facilities Manager

Report to: Chief Financial Officer

Job Category: Full-time

Classification: Non-Exempt

Summary of Position

Reporting to the Chief Financial Officer, the Building Manager supervises, coordinates, and performs tasks related to the upkeep of properties including electrical, plumbing, HVAC, security, environmental, custodial and grounds. This position provides general maintenance to the company's facilities as needed and assigned to ensure the company's building systems and equipment are functioning properly and are maintained in excellent condition.

ARRL is seeking a high performing, proactive self-starter team member to provide a forward-thinking and collaborative approach to our facilities. An excellent Facilities Manager must be reliable and have a great eye for detail. Technical skills and knowledge of various crafts such as carpentry, plumbing, electrical, sheet rocking, painting, etc. Leadership and knowledge of administrative tasks such as scheduling, and time management are also essential. The goal is to ensure that the facilities are always in excellent and safe conditions.

This is a full-time, on-premises job, based in Newington, Connecticut.

Major Duties and Responsibilities

- Directly responsible for maintaining a facilities preventative maintenance program within the confines of an annual budget.
- Manage property with detail, budget, and timeline with frequent updates to management.
- Assures the optimal functioning of building systems, including HVAC, mechanical, fire/life safety, power, etc. Manages facilities upkeep/maintenance vendors for grounds maintenance, general building/office cleaning, trash removal, snow removal, recycling, etc.
- Responsible for preventative maintenance, repairs, and regular inspections of property to determine problems and necessary maintenance.
- Performs minor electrical maintenance to include but not 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.
- Performs minor plumbing maintenance (e.g., replacement or repair leaks in drains and faucets, unclogging of drains, and trenching).
- Performs some routine custodial duties and/or grounds maintenance tasks, such as operating power mowers, leaf blowers, hedgers, and related devices.
- Performs minor 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.)

- Prepares the surfaces and paints various office structures and equipment 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.).
- Oversees contractors for all facility renovation and other projects entailing HVAC, electrical, workstation floor arrangements, mechanical maintenance, removal of unused equipment, etc.
- Ensures compliance to all applicable Health and Safety policies, environmental and OSHA regulatory requirements.
- Maintains a plan for fire evacuation and disaster response and actively participates on the Safety & Health Committee.
- Other projects and duties as assigned for the overall benefit of the organization.

Expectations

- Contribute to creating a positive energy and fostering a team atmosphere, showing excitement and pride in the team's work, and being accountable for results.
- Ability to prioritize conflicting needs; handle matters expeditiously, proactively and following through on projects to successful completion, often with deadlines.
- Exhibit strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail and accuracy.
- Exercise proactive approach to problem-solving with strong decision-making capabilities.
- Highly resourceful team-player, with the ability to also be extremely effective and efficient independently.
- Forward thinker with the ability to actively seek opportunities, propose solutions, and take initiative.
- Proper use of safety equipment when appropriate required.

Knowledge and Skills

Experience: Five years to eight years of similar or related experience.

- General maintenance experience is required.
- Basic understanding of electrical, carpentry and plumbing.
- Strong communication and interpersonal skills.
- Must be customer service oriented.
- Ability to use common tools and understand and follow directions.
- Ability to work with minimal supervision.
- Electrical, plumbing and/or HVAC certifications preferred.
- Excellent written, oral and interpersonal communication skills are necessary.

Education: High school diploma or equivalent, as well as in-depth industry and job specific technical skills acquired through a combination of formal and on-the-job training.

Physical Requirements: Capable of lifting 50 pounds. Must possess the ability to stand, kneel, twist and bend to perform needed tasks, and be able to stand on your feet at least 75% of the day.

Work Environment: Buildings and surrounding grounds

To apply please submit your cover letter & resume to Human Resources (hr@arri.org)