

First Unitarian Universalist Society of Burlington, Vermont

May 9, 2018

Position Title: Facilities Manager
Reports to: Director of Operations and Finance
Directly Supervises: N/A
Status: Full-time
FLSA: Non-exempt

Normal working hours: 35 hours per week
Year-round (12 months)
Sundays
Periodic Saturdays and evenings
On call 24/7 for emergencies

Benefits: Benefits are offered as outlined in the Employee Handbook

Position Summary: To oversee the property and facilities of the Society with special attention to the maintenance of our historic building and a focus on energy efficiency and environmentally friendly products and practices.

Essential Functions:

Buildings – Manage the upkeep of equipment and supplies to meet health and safety standards. Inspect buildings' structures and systems to determine the need for repairs or renovations. Coordinate system repairs and monitors system performance. Plan and coordinate all installations (telecommunications, heat, electricity etc.) and refurbishments. Established procedures to ensure that regular maintenance and inspections happen in a timely manner. Actively pursue solutions that provide for energy efficiency and a sustainable environment. Assure that the buildings are accessible and welcoming to everyone. Is "on-call" 24/7 for emergency building/security issues or ensures that another qualified person is scheduled for this task. Manage storage areas, assuring that they are kept clear of unused/broken/out of date items.

Maintenance of Grounds – Oversee grounds maintenance and care to include snow removal, solar panels, lawn, memorial garden, parking lot, lighting, etc. Ensure safety of grounds and parking areas. Actively pursue solutions that promote efficiency and sustainability. Enforce rules of conduct on grounds.

Leased/Rental Property and Spaces – Serve as the main contact for tenants and parkers. Perform regular inspections to ensure properties are maintained properly and leases are being adhered to.

Administration – Prepare and administer annual budget for Buildings & Grounds. Maintain documentation of equipment, supplies and building maintenance procedures in a way accessible to others. Provide project management for large projects. Oversee and maintain records of Parking Lot rentals. Prepare annual review of contracts.

Safety & Security – Provide a welcoming presence while monitoring groups entering the building. Monitor activity on FUUSB buildings and grounds of the general public and congregation to insure a safe environment. Maintain a working relationship with the Burlington Fire/Police Departments and the Street Outreach Team. Special attention given to the property use rules while considering and promoting the Society's values and mission and the UU Principals. Schedule and create procedures for Facilitates lockdown and fire drills, in accordance with the Safe Congregations Policy. Maintain electronic access system as well as interior key system. Schedule First Aid/CPR/AED certification classes and keeps related records. Maintain First Aid kits and supplies. Maintain safe environment for our parkers and

renters, and keep them apprised of any safety situations. Provide leadership in an emergency: fire, environmental, medical, etc.

Other Duties – May be asked to attend regular meetings of the First UU Staff, Property Team. Other tasks as deemed appropriate by supervisor.

Minimum Qualifications:

- Basic carpentry, electrical and plumbing skills.
- Ability to lift 75 pounds and climb heights
- 4+ years experience in Facilities Management
- Ability to work flexible hours as required, including evenings, weekends and holidays
- Ability to manage multiple projects to completion
- Comfortable with computers and computer based facilities programs
- Ability to work independently with minimal supervision
- Interest in and knowledge of energy efficiency and “green” products
- Interest in and knowledge of historical building preservation

Core competencies:

- **Mission Ownership:** Demonstrates understanding and functions in full support of the vision, mission, and values of the First UU Society.
- **Informing Others:** Actively works to understand and utilize various tools and systems of communication. Demonstrates sensitivity and thoughtfulness so as to match modes of communication to the audience and content involved. Provides information well in advance, and to the appropriate people.
- **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; keeps the larger picture in mind while tending to the smallest of details.
- **Aesthetic Awareness:** Demonstrates a natural awareness about the effective organization of space for different purposes; possesses a natural orientation towards cleanliness and orderliness of space; appreciates the value of and need for sacred space and knows how to physically tend to it.
- **Decision Making and Problem Solving:** Uses sound logic to approach difficult problems and apply effective solutions; decides in a timely manner based upon a blend of research, experience, risk-taking and judgment.
- **Priority Setting:** Spends his/her time and directs the time of others to what is important; quickly zones in on the critical issue, and ignores or minimizes distractions; can sense what will help or hinder accomplishing a goal; eliminates roadblocks; demonstrates focus.
- **Project Management:** Identifies the key objectives and scope of a proposed project; garners needed resources and project support, develops a realistic and thorough plan for achieving key objectives, keeps team members briefed on progress, implements action plans, identifies and resolves barriers and problems
- **Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest and transparent communications; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.
- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of their actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
- **Volunteer Management:** Creates room for volunteers to participate in the care of the building. Finds jobs that could be done by volunteers, and searches for a good match. Supports volunteers by assuring that they have the appropriate tools for the job and all the information they need to be successful. Praises and celebrates a job well done.