



JOB DESCRIPTION

Job Title: Facilities Manager
Department: Facilities
Reports to: Chief Technology Officer

JOB SUMMARY

The Facilities Manager is primarily responsible for overseeing the consistent operation of the physical school building, grounds, and equipment. This position will require independent thinking and problem solving skills on a daily basis as well as exceptional customer service to our students, faculty, and staff. This position may supervise another part-time facilities employee.

JOB DESCRIPTION

Essential Functions

- Conduct building and grounds inspections, regular maintenance, and minor repairs and facilities upkeep including coordination mechanical, electrical, plumbing, security, vending, and janitorial services and other owned/leased equipment services.
- Proactive management of vendors and contractors, including pursuits of Requests for Proposal.
- Participates in the development of project plans, designs and budgets for facilities improvements.
- Maintain facilities department records and reports.
- Respond to building emergencies, both during work hours and occasionally on evenings and weekends.
- Oversees mail room, mail delivery, shipping, receiving, stocking copy areas, and other related duties
- Direct and oversee all space planning, building renovations and furniture requests to ensure that such renovations occur within specifications; obtains and prepares cost estimates; coordinates all construction, remodeling, and repair projects; approves completed work.
- Work with IT and other stakeholders to ensure a streamlined customer service experience.
- Ensures facility adheres to established University standards for design changes, aesthetics, furniture, maintenance, supplies, chargebacks, equipment and leases.
- Assist with management of traffic and parking enforcement
- Excellent attendance and punctuality, collegial and diplomatic behavior at work, and work performance to the satisfaction of management are essential functions of the position.
- Perform other related tasks as assigned

Qualifications

- 5 to 10 years experience in facilities management.
- Proven record of management of building maintenance and modification projects, vendors, and contractors.
- Ability to read and interpret building plans and specifications.
- Ability to identify problems and develop creative solutions.
- Sensitivity to and understanding of the diverse nature of an academic environment.
- Superior customer service skills.
- Proficient with Microsoft Office and GSuite.
- Proficiency with helpdesk/request tracking and task management systems

Knowledge, Skills, and Abilities

- Self-motivated to manage daily operations and completion of longer term departmental projects
- Attention to detail, strong analytical skills
- Strong planning, organization, and time management skills
- Ability to provide excellent customer service
- Active listening and interpersonal skills
- Effective verbal and written communication skills, including ability to organize and run effective meetings.
- Project management skills.
- Technical Troubleshooting experience (minor A/V and hardware)
- OSHA Certified preferred
- First Aid/ CPR trained preferred

Please send a cover letter and resume to resumes@paloalto.edu. Palo Alto University is an EEO/AA employer.