

**Job Title:** Facilities Manager  
**Department:** Facilities  
**Reports To:** Sr. Manager, Operations; COO

**FLSA Status:**  
**Prepared Date:**

**Exempt**  
**March 2021**

*All employees are expected to represent the J's Vision, Mission, and Values while conducting their job duties:*

Vision: The Stroom Jewish Community Center will inspire connections that build community and ensure Jewish continuity. Mission: Together we celebrate outstanding programs, partnerships, and spaces that welcome everyone to learn, grow, and celebrate Jewish life and culture. Values: K'lal Yisrael (Jewish Peoplehood), Hachnasat Orchim (Welcoming Everyone), Limud (Learning), Simcha (Joy), Derech Eretz (Respect and Common Courtesy), Shmirat haNefesh v'haGuf (Taking Care of Oneself, Body and Soul), Kehillah shel Chaverim (A Community of Friends).

**Position Summary:**

The Facilities Manager is responsible for overseeing all facilities operations of the SJCC on Mercer Island, including advanced maintenance and repair, and for ensuring a safe, efficient, and pleasant environment for all employees, members, and guests.

**Essential Duties and Responsibilities:**

- Routinely inspect the property, looking for signs of damage and/or wear-and-tear and recognizing warning signs; assess repair options. Perform general maintenance projects as scheduled or assigned, including installations and repairs, plumbing and electrical equipment, fire, and sprinkler equipment, H.V.A.C., landscape, carpentry, painting and equipment repair.
- Prioritize maintenance and repairs based on safety/security first, then on customer experience/organization image.
- Maintain a "life expectancy" list for major systems and develop and implement a plan to replace/upgrade either proactively or in such a way as to minimize down time when systems ultimately reach the end of their useful life.
- Manage activities of and oversee budget for the Maintenance team.
- Ensure that space design and furniture placement support organizational activities, including, but not limited to, room set-ups and take-downs, active storage and use of portable furniture to support meetings, events, performances, and all other SJCC and partner-related activities.
- Order and manage inventory of all supplies necessary to keep the SJCC facility fully operational.
- Identify, negotiate, direct, and supervise all vendors regarding repairs and modifications of the facilities, interior and exterior.
- Manage transportation including vehicle purchases, maintenance, and safety.
- Manage maintenance of health clubs to include spa and saunas; collaborate with Aquatics Manager to manage maintenance of pool.
- Ensure compliance with government requirements, including but not limited to health department (pool, spa, café), fire department, ADA (lift), renewing licenses on time and retaining and properly displaying those licenses.
- Manage all building scheduling, facility rentals, and room set ups.
- Act as first point of contact for facilities issues always (examples may include security alarm, power outage, weather impacts, system failure, etc.).
- Ensure the security, cleanliness, preventive maintenance, and repair of all engineering department tools, equipment, and safety features are in accordance with established procedures and budgets. Responsible for the proper treatment and care of tools and equipment used to perform tasks.
- Document safety issues as well as physical plant deficiencies related to all guidelines.
- Ensure all maintenance and engineering storerooms and workspaces are kept in a clean and orderly manner, storing all tools, equipment, and spare parts in the proper location.
- Monitor work order volumes and turnarounds, notifying COO of any potential concerns.
- Assist in the creation, implementation and maintenance of department documents and systems –policies and procedures, forms, templates, reports, and shared storage.
- Perform work on weekends and evenings as needed to meet applicable deadlines or scheduling needs.
- Other duties as assigned.

**Supervisory Responsibilities:**

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This position manages the Maintenance Supervisor and Maintenance and Custodial staff. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

This position also manages the vendor/contract relationships with vendors and rental customers.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Associate degree or equivalent from a two-year college or technical school; and three or more years of experience in facilities management; or equivalent combination of education and experience required.

Prior experience and/or current skills must include working knowledge of plumbing, electrical, landscaping, aquatics, and fitness center operations; strong vendor network and ability to leverage vendors and negotiate fees for best possible outcome for the SJCC; experience in creating and managing budgets; demonstrated ability to supervise and work successfully with staff, members, and the community at large.

Certificates and Licenses:

A valid driver's license and insurance and/or reliable transportation are required.

Computer Skills:

Proficient working knowledge of Microsoft Word, Excel, and Outlook is required.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak clearly and effectively before groups of customers or employees of organization.

Math Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

Reasoning Ability:

Ability to think logically and apply common sense understanding to carrying out instructions furnished in written, oral, or diagram form. Ability to recognize and deal with problems involving several concrete variables in standardized situations.

**Physical Demands and Work Environment:**

The information described below represents the physical activities and surroundings one may encounter when performing the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: To perform the job, the employee is frequently required to talk, hear, stand, and walk. The employee may occasionally be required to stoop, climb, balance, kneel, bend, crouch, crawl, and reach with hands and arms. The incumbent may be required to lift up to 50 pounds occasionally and push/pull up to 100 pounds occasionally.

Environmental Conditions: The work is typically performed in an office, with a moderate noise level and around the interior and exterior of the facility, where the noise level is moderate to loud and environmental conditions may include slippery surfaces, crowded areas, or working near moving parts (e.g., exercise equipment). Working conditions may occasionally include wet, humid conditions (non-weather); work in high precarious places; fumes or airborne particles; toxic or caustic chemicals, outdoor weather conditions, and risk of electric shock. Local travel may be required.