



Facilities Manager

Position Title: Facilities Manager
Supervisor: Administrative Director
Department: Maintenance
Professional Staff Status: Full time, Exempt

Mission Statement:

The Jewish Community Center of Allentown sharpens the mind, strengthens the body and inspires the spirit of the entire community through social, education, recreation and wellness programs instilled with Jewish values, culture, and traditions.

Agency Expectations:

- To support the mission of the JCC
- To insure the highest quality of programs and series and possess a working knowledge of agency programs and services
- To represent the agency and provide the highest quality of customer service to the individuals and groups with whom you come into contact
- To treat fellow staff with respect
- To adhere to all policies and practices provided in the employee handbook

Position Summary:

This individual, under the supervision of the Administrative Director, is responsible for facility maintenance and upkeep, mechanical operation, and overall aesthetic appearance of the JCC building, as well as the JCC Camp Site. They will assist and supervise, and train and evaluate maintenance staff.

Essential Job Functions:

- Supervise maintenance employees, including directing, modifying work assignments, and training new employees.
- Evaluate employees, complete performance reviews and administer disciplinary action as needed.
- Hire new employees, with proper approvals, and schedules maintenance employees, including monitoring and documenting PTO days.
- Be available prior to and during special events to assist event coordinators for modification to setups or special needs.
- Assist with set-up and maintenance duties.
- Keep track of supplies, maintain and replenish inventory.
- Assist with the coordination of all building construction projects and oversee outside contractors.
- Work with the Administrative Director on the development of specifications for work to be bid out, and processing the bid responses.
- Responsible for the development of the annual departmental operating budget.
- Ensures that all facilities are in full compliance with applicable local, city, county, state, and federal building codes, and other inspections, licensing, or accreditation requirements.
- Maintain, repair, provide regular maintenance and upkeep and state inspections on all JCC vehicles.
- Monitor, maintain, repair, replace, and purchase (after appropriate approvals), all systems, equipment, central supplies, including HVAC, cleaning supplies, road salt and sand, security/alarms, fire extinguishers, and pool chemicals.
- Assist with general maintenance and repairs.

**The Jewish Community Center of Allentown
702 North 22nd Street
Allentown, PA 18104**

- Coordinate and oversee all snow and ice removal from roads, parking areas, and sidewalks.
- Evaluate all department requests and prioritize.
- Complete all necessary paperwork associated with purchasing or replenishing equipment or supplies.
- Codes accounts payable invoices to ensure correct cost center accounting classification.
- On a daily basis, reviews maintenance requests and walks through the facility to check for cleanliness.
- Respond to emergencies in building and on campus as needed.
- Serve as a ground supervisor of the offsite camp.
- Attend weekly senior staff meetings, security briefings and seminars, safety committee meetings, maintenance meetings and meet with supervisor weekly.
- Undertakes other duties as assigned.

Job Qualifications

- At least two years supervisory experience with 5 or more employees, preferably in similar setting (community center, hospital, etc.)
- At least two years experience in mechanical operations or maintenance
- High school diploma or equivalent, trade school, accredited training programs, CPO
- First Aid, CPR/AED
- Computer skills necessary
- Valid drivers license
- Ability to lift 50 pounds

Additional Job Information:

The Facilities Manager position is an on call basis requiring the individual to be available during all open hours of the JCC or summer day camp facility. If the Facilities Manager is unavailable, it is his responsibility to inform the senior managers of who is covering.