



Title: Facility Maintenance Manager

Reports to: Director of Operations

Non-Exempt / 30 hours per week

Salary: Commensurate with experience

Primary Function

The Facilities Maintenance Manager oversees the general maintenance and cleaning of the Waltham Boys & Girls Club's 47,000 sq. ft. building and property, manages materials and supplies, and oversees cleaning, HVAC, electrical, plumbing, and snow removal contractors. The Facilities Maintenance Manager also occasionally responds to emergency situations, such as power failure, plumbing, heating, or vandalism, as well as manages a variety of capital repair/replacement projects.

General Duties / Key Roles (Essential Job Responsibilities)

Risk Management:

- Identify and minimize risk in the Club's Physical Environment
- Ensure adherence to appropriate safety procedures
- Ensure safe use & maintenance of tools and equipment (including cleaning materials)
- Regularly inspects building, facilities, and equipment to assess safety and compliance

Maintenance:

- Prepare and execute a systematic approach to the cleaning, repair, and maintenance of the building, grounds, equipment, vehicles and related facilities
- Prepare heating, cooling, and related equipment at beginning of day
- Oversee cleaning contractor
- Perform minor carpentry, painting, and plumbing maintenance work
- Coordinate the repair and maintenance of equipment with HVAC, plumbing, and electrical contractors
- Maintain inventory of supplies, materials, and equipment within annual budget

Operations:

- Organize and lead all yearly inspections such as building and fire inspections
- Assist Director of Operations with corporate groups during service days
- Perform errands out of building, such as pick-ups and deliveries with Club vehicle
- Set up rooms for use for events and/or private organizations
- Assign tasks to part-time handy workers
- Manage snow removal contract

Skills/Knowledge Required

- General knowledge in construction and the ability to perform basic repairs within the areas of carpentry, plumbing, electrical, painting exterior/interior, general building maintenance and landscaping
- Demonstrated knowledge of processes related to facility management
- Knowledge of appropriate safety, fire, and health codes
- Knowledge of safe use and cleaning of equipment and tools
- Valid MA driver's license
- Basic computer skills

Physical Requirements

- Must be able to lift 50 lbs
- Must be able to climb stairs and a ladder
- Must be able to stand on feet for 6 hours at a time

To apply, please send your resume to Nick Cacciolfi at ncacciolfi@walthambgc.org