JOB DUTIES

The Ironbound Community Corporation (ICC) is a 50-year nonprofit organization whose mission is to engage and empower individuals, families and groups in realizing their aspirations and, together, work to create a just, vibrant and sustainable community. ICC strives to address the needs of our diverse, multi-lingual, multi-cultural community. Today, ICC serves more than 1,000 children and families every day with a wide range of programs and services. ICC also strengthens communities through advocacy, neighborhood organizing, and community development initiatives.

Reporting to the Office Operations Officer, the Facilities Manager will oversee management of ICC’s property operations management, building systems and maintenance, and ensuring compliance with New Jersey laws and regulations. The position oversees such functions as HVAC and electrical systems, building maintenance, and environmental services.

ROLES AND RESPONSIBILITIES

- Oversees and coordinates all maintenance and repairs.
- Responsible for fire safety and security functions, including proper functioning of fire and security alarms and coordination with vendors.
- Part of the snow removal team under the leadership of the Snow Team Captain and Office Operations Manager. This work includes salting, purchasing snow clean-up supplies, ensuring maintenance of snow plows, and using blowers to remove snow/and or driving ICC vehicle with a plow.
- Snow must be cleared at ELC and Lafayette by 7AM. Snow removal may be required at any time day or night.
- On call to address any extreme weather circumstances that may affect any ICC building and any building emergencies.
- Train Operations Manager and other staff members on use of HVAC, alarm and fire systems.
- Completes and submits relevant reports and statistics in a timely fashion.
- Maintain all janitorial equipment and appliances in good working order, and provide recommendations to the Operations Manager for the repair, upgrade or replacement of furniture.
- Oversees and maintains the building’s plumbing, heating, cooling, electrical, and safety/emergency systems.
- Fulfills work orders and requests for repairs, as prioritized by Operations Manager.
- Schedule and monitor services provided by contracted services to ICC.
- Maintain inventory of materials and equipment.
- Assist the Office Operations Manager in maintaining all warranties and service contracts.
- Perform repairs and routine upkeep, e.g., painting and caulking.
- Maintain all safety equipment.
- Attends meetings, and training as assigned.
- Maintain Ironbound’s vehicles in good working order either by making repairs or sending them to mechanics.
- Is on call to address needs on a twenty-four hour basis.
- Performs all other duties as assigned.
- Maintain all buildings, including basements, kitchens, bathrooms, parking lots and farms. May include heavy duty cleaning of basements, buildings and offices.
- Ensuring that basic facilities are well maintained and conduct proactive maintenance.
- Ensure compliance with all safety and security protocols.

**JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS**

- Prior building management and/or supervisory experience required, security experience preferred.
- High School diploma or GED required. Bachelor’s degree preferred.
- Fire Safety Coordinator (FSC) & Security Guard License (SGL) is required but a Fire Safety Director Certification is preferred.
- Ability to obtain fire safety certification within six months of employment is required.
- Excellent plumbing, heating carpentry and electrical skills, and ability to perform routine repairs.
- Good verbal and written skills.
- Good interpersonal skills and ability to work as part of a team.
- Valid Driver’s License and willingness to drive Agency vehicle required.
- Proficient in using tablets, personal computers and Google Forms.

ICC is an **Equal Opportunity Employer** and is committed to further building and maintaining a staff that reflects the full range and diversity of our community. We are looking for a diverse applicant pool and strongly encourage women of color, persons with disabilities, immigrants, members of the LGBTQ community, and people from low-income and working class backgrounds to apply.

If interested, please send a resume and cover letter to FacilitiesHiring@ironboundcc.org with the subject line “Interim Facilities Manager”